

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

The Department is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of posts. Candidates whose transfer/promotions/appointment will promote representivity will receive preference. People from the designated groups are encouraged to apply and will be given preference. Preference will be given to women and disabled people.

- APPLICATIONS** : All application must be forwarded to: The Head of Department, North West Department of Arts, Culture, Sports and Recreation, Private Bag X90, Mmabatho 2735 or delivered to Gaabomotho Building, between Mmabatho Convention Centre and Broadcasting Centre.
- FOR ATTENTION** : Director: Human Capital Management
- CLOSING DATE** : 04 September 2020
- NOTE** : Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID document/National Identity card. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of foreign qualifications must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidate requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. 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 and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

MANAGEMENT ECHELON

- POST 20/186** : **DIRECTOR: ARTS AND CULTURE REF NO: 2020/ACSR01/NW**
Chief Directorate: Arts and Culture
- SALARY** : R1 057 326 per annum (Level 13) (All-inclusive salary package) in terms of the SMS policy, which can be restructured according to the individual's needs.
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : A 3-year National Diploma or Bachelor's degree in the field of Arts and Culture, Heritage or any other relevant field A Postgraduate qualification in Social Science will be an advantage At least 5 years' proven experience in a managerial and leadership position. Additional requirement: Certificate for entry into Senior Management Service which can be sourced using the following link: <http://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Valid Driver's license Extensive knowledge and understanding of the arts and culture sector In-depth knowledge of Government legislation, policies and the National Programme of Action A high level of financial and people management skills The ability to inspire staff and communicate effectively in a wide range of situations Change and knowledge management skills Programme management and Service Delivery Innovation (SDI) Problem-solving and analytical skills Client orientation and customer focus Strong strategic and leadership abilities Good communication and interpersonal skills Good networking skills. Key Performance Areas: Develop and implement an SSME Development Plan geared towards the establishment of a business culture within the Creative Industries Sector Develop a sustainable, integrated Heritage Resource Management Plan involving the

		community, thereby ensuring that they benefit from the heritage of the Province Develop a financial plan and budget management process Develop and manage a plan that promotes language development aimed at integrating society, thereby contributing towards the social cohesion project Develop a competency framework designed to measure performance of Human Resource within the Directorate Infuse Batho Pele culture into Directorate activities.
<u>DUTIES</u>	:	Provide strategic leadership as well as effective and efficient management and administration of the Arts, Culture and Heritage Directorate Oversee the interpretation and implementation of Arts, Culture and Heritage-related policies, as well as the development of regulations in line with the White Paper on Arts, Culture and Heritage, the Mmabana Act and Provincial Arts and Culture Council Act and other related legislation Promote and encourage access to, participation in and enjoyment of arts, culture and heritage activities See to the integration of arts and culture into all aspects of socioeconomic development Ensure timeous preparation and submission of business plans, budgets and reports Advise the office of the Chief Director on matters related to arts, culture, heritage, language and museums Develop appropriate procedures relating to all aspects of the Directorate as well as procedures in terms of the new Public Service regulations Continuously study and analyse arts and culture policies, programmes and practices, so as to keep Senior Management informed of new developments Plan, implement and monitor the development of arts, culture and heritage physical resources such as art centres, museums and heritage sites and monuments Develop, maintain and monitor sound relations with all our stakeholders and partners Plan and develop proper research practices in relation to the national, international trends on all matters relating to the arts, culture, heritage and museums Develop and maintain appropriate records of all provincial and national heritage resources within the Province.
<u>ENQUIRIES</u>	:	Mr T Mabe Tel No: (018) 388-2902
<u>POST 20/187</u>	:	<u>DIRECTOR: SPORTS MANAGEMENT REF NO: 2020/ACSR02/NW</u> Chief Directorate: Sport and Recreation
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (All-inclusive salary package) in terms of the SMS policy, which can be restructured according to the individual's needs.
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	A 3-year National Diploma or Bachelor's degree in in Sport Management / Administration plus training and courses in Management Practices. A post graduate qualification in Sport Industry will be an added advantage. Additional requirement: Certificate for entry into Senior Management Service which can be sourced using the following link: http://www.thensg.gov.za/training-courses/sms-pre-entry-programme/ . Valid Driver's license. 5 Years' experience at a middle/senior managerial level in sport management/administration. Knowledge: Extensive knowledge and understanding of the sport industry and management. In-depth knowledge of government legislation, policies, provincial and national program of action. A high level of financial and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations. Change and knowledge management skills. Programme management and Service Delivery Innovation (SDI). Problem-solving and analytical skills. Client orientation and customer focus. Strong strategic and leadership abilities. Good communication and interpersonal skills. Good networking skills. Project management skills. Computer literacy, including advanced MSWord, MS Excel and MS PowerPoint.
<u>DUTIES</u>	:	Develop, manage and implement vibrant Community Sport Programs in the province. Coordinate the sport activities within municipal areas in partnership with municipalities, sport clubs, local associations, federations and North West Sport Confederation. Rendering of sport scientific support and sport excellence to athletes and the management of High Performance Academies. Manage and oversee the development of School Sport Mass Participation in partnership with relevant stakeholders such as Department of Education etc. Play oversight role on the functioning and effectiveness of North West Sport Commission and North West Sport Confederation. Conduct research and develop sport policies that will guide the department on sport matters. Report writing, presentation and facilitation skills. Strategic Management of the Directorate.
<u>ENQUIRIES</u>	:	Dr V Mogajane Tel No: (018) 388 2907

POST 20/188 : **DIRECTOR: RECREATION REF NO: 2020/ACSR03/NW**
 Chief Directorate: Sport and Recreation

SALARY : R1 057 326 per annum (Level 13) (All-inclusive salary package) in terms of the SMS policy, which can be restructured according to the individual's needs.

CENTRE : Head Office, Mmabatho

REQUIREMENTS : A 3-year National Diploma or Bachelor's degree in Recreation Management or Sport Management and Administration. A post graduate qualification in Recreation Management or Sport Management Industry will be an added advantage. Additional requirement: Certificate for entry into Senior Management Service which can be sourced using the following link: <http://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Valid Driver's license. 5 Years' experience at a middle/senior managerial level in sport management/administration. Knowledge: Extensive knowledge and understanding of the sport and recreation industry and management. In-depth knowledge of government legislation, policies, provincial and national program of action. A high level of financial and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations. Change and knowledge management skills. Programme management and Service Delivery Innovation (SDI). Problem-solving and analytical skills. Client orientation and customer focus. Strong strategic and leadership abilities. Good communication and interpersonal skills. Good networking skills. Project management skills. Computer literacy, including advanced MSWord, MS Excel and MS PowerPoint.

DUTIES : Develop, manage and implement Recreation programs in the province. Coordinate the recreation activities within municipal areas in partnership with municipalities, recreation structures. Play oversight role on the functioning and effectiveness of North West Provincial Recreation Council. Conduct research and develop recreation policies that will guide the department on recreation matters. Report writing, presentation and facilitation skills. Strategic Management of the Directorate.

ENQUIRIES : Dr V Mogajane Tel No: (018) 388 2907

OTHER POSTS

POST 20/189 : **DEPUTY DIRECTOR: EXPENDITURE REF NO: 2020/ACSR04/NW**
 Directorate: Financial Accounting

SALARY : R733 257 per annum (Level 11) (All Inclusive Package)

CENTRE : Head Office, Mmabatho

REQUIREMENTS : A 3 year Bachelor's Degree / National Diploma in Financial Management / Accounting or equivalent qualification. Minimum of five (5) years relevant experience in a public financial administration /financial reporting/ budget planning environment of which three (3) years should be at a Junior Management level/Assistant Director. Valid Driver's license Knowledge: Sound knowledge of Government policies, legislations and intergovernmental relations. Proven sound management and administrative skills. Change management skills. Good facilitation and presentation skills. Sound understanding of the PFMA, Treasury Regulations and other related prescripts. Communication (written and verbal). Analytical thinking. Good computer literacy in Microsoft Office suite (Word, Excel and Power-Point) and Financial Systems (PERSAL, WALKER, and BAS). Ability to work under pressure and deliver to tight deadlines. A Valid driver's licence.

DUTIES : Oversee the overall management of the payment processes to suppliers including Transfers. Administer and manage payroll and ensure the employer's obligations as prescribed by the Receiver of Revenue (SARS) are met. Render Creditors Payments and ensure improved turnaround time of payments within 30 days. Ensure compliance with the best practice accounting norms and standards. Establish and maintain effective, efficient and transparent system within the department. Preparation of Financial Statements and facilitate internal and external audits. Respond to internal and external audits. Ensure effective and efficient management of bookkeeping for purposes of improved service.

ENQUIRIES : Ms M Moleele Tel No: (018) 388 2661

<u>POST 20/190</u>	:	<u>DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 2020/ACSR05/NW</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R733 257 per annum (Level 11) (All Inclusive Package)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	A 3 year Bachelor's Degree/National Diploma in Financial Management/Accounting or equivalent qualification. Minimum of five (5) years relevant experience in a public financial administration/ Auditing and Internal/budget planning environment of which three (3) years should be at a Junior Management level/Assistant Director. Valid Driver's license Knowledge: Sound knowledge of Government policies, legislations and intergovernmental relations. Proven sound management and administrative skills. Change management skills. Good facilitation and presentation skills. Sound understanding of the PFMA, Treasury Regulations and other related prescripts. Communication (written and verbal). Analytical thinking. Good computer literacy in Microsoft Office suite (Word, Excel and Power-Point) and Financial Systems (PERSAL, WALKER, and BAS). Ability to work under pressure and deliver to tight deadlines.
<u>DUTIES</u>	:	Manage the development, implementation and maintenance of internal control monitoring and evaluation mechanisms. Manage the monitoring of the performance of internal control activities in compliance with relevant legislation, policies, regulations, frameworks, standards, guidelines, procedure manuals and delegations of authority. Manage internal control, financial and related system (e.g. BAS, LOGIS, PERSAL and Supplier Database) inspections to identify ineffective internal controls in the Department and ensure reporting on internal control deficiencies with recommendations to top management. Develop, implement and follow up on the post audit action plans. Manage and coordinate the internal and external audit process. Manage the coordination of assurance processes (e.g. audit committee process, response to external and internal auditor's queries, management responses) and departmental action plans to address identified control deficiencies. Manage the development, implementation and maintenance of a financial information retention/ repository system.
<u>ENQUIRIES</u>	:	Ms P Mojaki Tel No: (018) 388 2675
<u>POST 20/191</u>	:	<u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (DEMAND MANAGEMENT) REF NO: 2020/ACSR06/NW</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R733 257 per annum (Level 11) (All Inclusive Package)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	A 3-year National Diploma or Bachelor's degree in. Minimum of five (5) years relevant experience in Demand Management environment of which three (3) years should be at a Junior Management level / Assistant Director. Valid Driver's license. Knowledge: Sound understanding of the PFMA, Treasury Regulations and other related prescripts, Prescripts relating to Supply Chain Management. Sound knowledge of Government policies, legislations and intergovernmental relations. Proven sound management and administrative skills. Change management skills. Good facilitation and presentation skills. Communication (written and verbal). Analytical thinking. Good computer literacy in Microsoft Office suite (Word, Excel and Power-Point).Ability to work under pressure and deliver to tight deadlines.
<u>DUTIES</u>	:	Consolidate the inputs to develop a departmental procurement plan .Develop, monitor and implement Departmental Procurement plan and Demand management Plan. Manage the consolidation, alignment of the budget and monitoring of Departmental Procurement Plan. Develop and manage a Departmental Sourcing Strategy. Implement sourcing strategy to monitor procurement plan. Manage, monitor and implementation of Procurement in line with Sourcing Strategy performance. Develop, manage, implement and monitor the demand management standard operating procedure. Link the system to integrate strategic planning procurement planning; needs analysis; and market analysis and standard bidding processes. Respond to internal and external audits.
<u>ENQUIRIES</u>	:	Ms T Naphakade Tel No: (018) 388 2471

POST 20/192 : **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: 2020/ACSR07/NW**

SALARY : R733 257 per annum (Level 11) (All Inclusive Package)

CENTRE : Head Office, Mmabatho

REQUIREMENTS : A 3 year Bachelor's Degree or National Diploma in in Security Management. Minimum of five (5) years relevant experience of which 3 years' should be at an Assistant Director level. Valid Driver's license. Knowledge: Change management skills. Good facilitation and presentation skills. Sound understanding of the PFMA, Treasury Regulations and other related prescripts. Communication (written and verbal). Analytical thinking. Good computer literacy in Microsoft Office suite (Word, Excel and Power-Point). Ability to work under pressure and deliver to tight deadlines. Ability to work under pressure. Ability to work flexibly hours.

DUTIES : Ensure the enforcement of physical security and access control. Ensure proper safeguarding of departmental assets. Ensure proper management of information security in the department. Liaise regularly with law enforcement agencies and other stakeholders. Ensure compliance with relevant security measures and Monitor the implementation thereof. Provide work environment services. The provisioning and maintenance of internal records management services. The provisioning of registry services. The provisioning of messenger services. The provisioning of cleaning services. Manage both human and financial resources of the Sub Directorates.

ENQUIRIES : Mr H Metsileng Tel No: (018) 388 2997

POST 20/193 : **DEPUTY DIRECTOR: SPORT PROMOTION REF NO: 2020/ACSR08/NW**
Chief Directorate: Sport and Recreation

SALARY : R733 257 per annum (Level 11) (All Inclusive Package)

CENTRE : Head Office, Mmabatho

REQUIREMENTS : A 3 year National Diploma / B Degree in Sport Management / Administration. Valid Drivers' license. Minimum of five (5) years relevant experience in spheres of Sport and Recreation of which three (3) years should be at a Junior Management level/Assistant Director. Broad knowledge and skills of the following: Project Management; Event Management; Capacity Building; People Management and Labour Relations background. Deep knowledge of the legislative and regulatory environment informing Sport and Recreation. Working knowledge of systems relating to Sport and Event Management. Proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint. Proven report writing, presentation and facilitation skills. Proven project management skills.

DUTIES : Facilitate and Coordinate the development of Sport Programmes. Facilitate the establishment of sport structures/clubs. Ensure Provincial Sport Council Support. Ensure transformation, monitoring and intervention in federation disputes. Subordinate supervisor and management.

ENQUIRIES : Dr V Mogajane Tel No: (018) 388 2907

POST 20/194 : **DEPUTY DIRECTOR: LANGUAGE SERVICES REF NO: 2020/ACSR09/NW**
Chief Directorate: Arts and Culture

SALARY : R733 257 per annum (Level 11) (All Inclusive Package)

CENTRE : Head Office, Mmabatho

REQUIREMENTS : A 3-year National Diploma or Bachelor's degree in. Fluent in at least two official language of the North West Province. A Minimum of five years' experience in a managerial position, preferably in a Language environment of which three (3) years should be at a Junior Management level / Assistant Director. Understanding of how government functions and knowledge of Public Service Policies. Excellent financial acumen and knowledge of the MTEF of government and the implementation thereof. Good interpersonal, communication (verbal and written) and leadership skills. Computer Literacy. Driver's license.

DUTIES : Manage and co-ordinate language development, policy, planning, promotion, translation and editing (especially in the official language of the province). Manage the human resources and budget of the Sub-directorate. Manage the implementation of government policy and any new legislation. Manage and implement the strategic planning and budgeting process. Ensure an environment where the protection and advancement of language rights is

omnipresent. Manage the translation, proofreading, linguistic and stylistic correction of documents. Facilitate the establishment of Language Desk in all departments and municipalities. Manage liaison with government departments, municipalities, and structures such as NLS, LRDC and PanSALB. Manage the compilation and maintenance of a language data bank. Report to the Director and submit regular reports. Handle external enquiries pertaining to the work of the Sub-directorate. Participate and serve in major ad-hoc projects of the Directorate.

ENQUIRIES : Mr T Mabe Tel No: (018) 388 2797

POST 20/195 : **DEPUTY DIRECTOR: RECREATION PROGRAMMES REF NO: 2020/ACSR10/NW**
Chief Directorate: Sport and Recreation

SALARY : R733 257 per annum (Level 11) (All Inclusive Package)
CENTRE : Head Office, Mmabatho

REQUIREMENTS : A 3 year National Diploma / B Degree in Sport Management / Administration plus training and courses in Management Practices. Valid Driver's license. Minimum of five (5) years relevant experience in spheres of Sport and Recreation of which three (3) years should be at a Junior Management level / Assistant Director. Knowledge: Extensive knowledge and understanding of the recreation industry and management. In-depth knowledge of government legislation, policies, provincial and national program of action. A high level of financial and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations. Change and knowledge management skills. Programme management and Service Delivery Innovation (SDI). Problem-solving and analytical skills. Client orientation and customer focus. Strong strategic and leadership abilities. Good communication and interpersonal skills. Good networking skills. Project management skills. Computer literacy, including advanced MSWord, MS Excel and MS PowerPoint.

DUTIES : Develop and facilitate the implementation of recreation programmes. Ensure promotion and support for recreation initiatives and opportunities. Ensure support for recreation structures and clubs in the province. Manage the development and implementation of recreation policies and strategies. Liaise with municipalities to develop recreation facilities. Strategic Management of the unit.

ENQUIRIES : Dr V Mogajane Tel No: (018) 388 2907

POST 20/196 : **DEPUTY DIRECTOR: COMMUNITY SPORT REF NO: 2020/ACSR11/NW**
Chief Directorate: Sport and Recreation

SALARY : R733 257 per annum (Level 11) (All Inclusive Package)
CENTRE : Head Office, Mmabatho

REQUIREMENTS : A 3 year National Diploma / B Degree in Sport Management / Administration. Valid Drivers' license Minimum of five (5) years relevant experience in spheres of Sport and Recreation of which three (3) years should be at a Junior Management level / Assistant Director. Key Competencies: Extensive knowledge and understanding of the sport industry and management. In-depth knowledge of government legislation, policies, provincial and national program of action. A high level of financial and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations. Change and knowledge management skills. Programme management and Service Delivery Innovation (SDI). Problem-solving and analytical skills. Client orientation and customer focus. Strong strategic and leadership abilities. Good communication and interpersonal skills. Good networking skills. Project management skills. Computer literacy, including advanced MSWord, MS Excel and MS PowerPoint.

DUTIES : Facilitate and Coordinate the development of Sport Programmes. Facilitate the establishment of sport structures/clubs. Ensure Provincial Sport Council Support. Ensure transformation, monitoring and intervention in federation disputes. Manage the development and implementation of recreation policies and strategies. Liaise with municipalities to develop sport facilities. Strategic Management of the unit.

ENQUIRIES : Dr V Mogajane Tel No: (018) 388 2907

<u>POST 20/197</u>	:	<u>CONTROL WORKS INSPECTOR REF NO: 2020/ACSR12/NW</u> Directorate: Strategic Management
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	A National Diploma (T/N/S streams) or equivalent, or A N 3 and a passed trade test in the building environment, or Registration as an Engineering Technician, and A valid driver's licence. 3 to 5 years (junior management) appropriate experience. Knowledge: Excellent supervisory, human relations, report-writing, administrative and organisational skills Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management Project Management Proven experience of office systems management. Overall excellent verbal and written communication skills.
<u>DUTIES</u>	:	Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up. Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance, Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new works projects. Attend monthly project progress meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments. Ensure accuracy of tender documents, specifications and bills of quantities. Ensure effective contract administration through the resolution of disputes. Ensure that the relevant project documentation for new and existing structures is compiled. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors and consultants. Provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Verify invoices and certifies progress of payments. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Monitor the proper utilisation of equipment, stores and expenditure. Supervise the performance and conduct of Works Inspectors.
<u>ENQUIRIES</u>	:	Mr M Mosimane Tel No: (018) 388 2851
<u>POST 20/198</u>	:	<u>SERVICE POINT MANAGER REF NO: 2020/ACSR13/NW</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Ngaka Mordir Molema District (Ratlou Service Point)
<u>REQUIREMENTS</u>	:	A 3-year National Diploma or Bachelor's degree in Social Sciences and/or Management or equivalent qualification At least 3-5 years' experience at supervisory level (junior management) Ability to interpret and implement policies and regulations of Public Service, PSA, BCEA, PSR, EEA, PPPFA and PMDS. Valid Driver's licence. Skills: Excellent supervisory, human relations, report-writing, administrative and organisational skills Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management Project Management Proven experience of office systems management overall excellent verbal and written communication skills.
<u>DUTIES</u>	:	Analyse the Service Point's long-, medium- and short-term outputs and activities to achieve required outputs Supervise and support all service point employees to ensure implementation and management of programmes in the service point Ensure implementation and promotion of Arts, Culture, Sport and Recreation programmes Assist with the coordination of Library activities at the Service Point. Forge partnership with relevant stakeholders Manage and supervise the achievement of the service point Compile reports of the departmental programmes Coordinate skills development and skills audits of staff Manage budget, revenue collection and usage of resources Liaise with all existing structures at service point Ensure adherence to occupational health

		and safety regulations. Prepare management information, reports statistics and reporting.
<u>ENQUIRIES</u>	:	Mr T Tumane Tel No: (018) 388 2821
<u>POST 20/199</u>	:	<u>SERVICE POINT MANAGER REF NO: 2020/ACSR14/NW</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Bojanala District (Kgetleng Service Point)
<u>REQUIREMENTS</u>	:	A 3-year National Diploma or Bachelor's degree in Social Sciences and/or Management or equivalent qualification At least 3-5 years' experience at supervisory level (junior management) Ability to interpret and implement policies and regulations of Public Service, PSA, BCEA, PSR, EEA, PPPFA and PMDS. Valid Driver's licence. Skills: Excellent supervisory, human relations, report-writing, administrative and organisational skills Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management Project Management Proven experience of office systems management. Overall excellent verbal and written communication skills.
<u>DUTIES</u>	:	Analyse the Service Point's long-, medium- and short-term outputs and activities to achieve required outputs Supervise and support all service point employees to ensure implementation and management of programmes in the service point Ensure implementation and promotion of Arts, Culture, Sport and Recreation programmes Assist with the coordination of Library activities at the Service Point. Forge partnership with relevant stakeholders Manage and supervise the achievement of the service point Compile reports of the departmental programmes Coordinate skills development and skills audits of staff Manage budget, revenue collection and usage of resources Liaise with all existing structures at service point Ensure adherence to occupational health and safety regulations. Prepare management information, reports statistics and reporting.
<u>ENQUIRIES</u>	:	Mr A.R.P. Sekati Tel No: (014) 594-8500
<u>POST 20/200</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 2020/ACSR15/NW</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	A 3-year National Diploma or Bachelor's degree in in the field of internal Auditing. 3-5 years' experience in Internal Control and/or Internal Auditing field of which 2 is on a supervisory level. A valid driver's license. Demonstrate in detailed technical knowledge of PFMA, Treasury regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment and governance frameworks of the public service and the ability to apply such technical knowledge. Knowledge: The use of computer/laptop. Report writing. Presentations. Be able to interact in groups. High level of professionalism. Independent, Objectivity and independence, Attention to details and confidentiality. Verbal and writing skills. High level of resilience.
<u>DUTIES</u>	:	To plan, organise and carry out the internal control functions of the Department, CO-ordinate internal and external audits, Develop, implement and report on the internal and external audit action plans. Develop and review compliance procedures within the Department.
<u>ENQUIRIES</u>	:	Ms P Mojaki Tel No: (018) 388 2675
<u>POST 20/201</u>	:	<u>ASSISTANT DIRECTOR: MONITORING & EVALUATION REF NO: 2020/ACSR16/NW</u> Directorate: Strategic Management
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	A 3-year National Diploma or Bachelor's degree in Monitoring and Evaluation or Planning or Public Management and equivalent. 3-5 Years' experience in the field of Planning, M&E of which 2 years must be at a Supervisory level. Knowledge and understanding of legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organizations. A valid driver's license. Skills and Competencies. Good planning

- and coordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.
- DUTIES** : Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and system. Coordinate, analyse, monitor and evaluate the Departmental programmes. Provisioning of executive support to the Department. Coordination of Management Performance Assessment tool. Consolidate and produce performance to date reports. Consolidate quarterly reports and produce annual performance report. Compare monthly performance with targeted achievements. Prepare management information, reports and statistics. Supervision of staff.
- ENQUIRIES** : Mr M Mosimane Tel No: (018) 388 2851
- POST 20/202** : **ASSISTANT DIRECTOR: RECORDS ADMINISTRATION REF NO: 2020/ACSR17/NW**
- SALARY** : R376 596 per annum (Level 09)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : A 3-year National Diploma or Bachelor's degree in Public Administration, Political Science, History, Information Management, Archival science or Records Management, coupled with 3-5 year experience in state Archives and Records Services of which 2 years must be at a Supervisory level, Computer literacy, A Valid driver's licence. Skills: Excellent Inter personal skills, report-writing, administrative and organisational skills Good management skills and an understanding of the Records Administration environment. Overall excellent verbal and written communication skills.
- DUTIES** : Designing, evaluation and implementation of records classification systems of governmental bodies, implementation appraisal and disposal of records management programmes in governmental bodies, Design and implement training programme and courses for registry/ records management in government bodies, Design and implement records management inspection programme to ensure compliance and proper records management in governmental bodies, Provide professional support and guidance on designing and implementation of mandatory records control tools such as records management policy, Registry Procedure Manual, section 14 PAIA Manual and prescribed registers in records management, Manage resources and central registry of the sub-directorate. Prepare management information, reports statistics and reporting. Supervision of staff.
- ENQUIRIES** : Mr. F. Mkhize Tel No: (018) 388 3986
- POST 20/203** : **ASSISTANT DIRECTOR: BOJANALA DISTRICT LIBRARY REF NO: 2020/ACSR18/NW**
- SALARY** : R376 596 per annum (Level 09)
CENTRE : Bojanala District
REQUIREMENTS : A 3-year National Diploma or Bachelor's degree in in Library and Information Science. 3-5 years relevant experience of which 2 years must be at a Supervisory level. Valid driver's license and willingness to travel. Good communication skills. Computer skills. Skills: Excellent supervisory, human relations, report-writing, administrative and organisational skills Good financial skills. Proven experience of office systems management Overall excellent verbal and written communication skills.
- DUTIES** : Manage the operations of the District Library, Monitor, and support and provide guidance in the provision of community library services in the District, Manage transfer payments and provide assistance in the implementation of the Conditional Grant for Community Libraries. Manage the human and financial resources. Prepare management information, reports statistics and reporting.
- ENQUIRIES** : Ms R. De Klerk Tel No: (018) 388 3964
- POST 20/204** : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT REF NO: 2020/ACSR19/NW**
Human Resource Development Unit
- SALARY** : R376 596 per annum (Level 09)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : A 3-year National Diploma or Bachelor's degree in Degree in Human Resource Management/Public. 3-5 Years' relevant experience in the field of which 2 years must be at a Supervisory level years must have been at supervisory

		level. Computer literacy. A valid driver's license. Knowledge: Excellent supervisory, human relations, report-writing, administrative and organisational skills Good financial skills. Proven experience of office systems management. Overall excellent verbal and written communication skills.
<u>DUTIES</u>	:	The co-ordination of skills development procedures in the department. The monitor and the implementation of Skills Development administration in the directorates and districts. Review and advice on the implementation of Skills Development in all Department policies, projects and programmes. Assist line management in ensuring compliance with the Skills Development Act and Regulations. The development and preparing of annual training and reports on Skills Development. Coordination of Bursaries, Internships, Experiential learning and Learnerships programmes. Development of the WSP Quarterly and Annual reports on Human Resources Development. Liaison with line function SETAs and coordination of SETA grants. Coordinate Skills Audit and prepare training plan.
<u>ENQUIRIES</u>	:	Mr I Mmusi Tel No: (018) 3884048
<u>POST 20/205</u>	:	<u>PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: 2020/ACSR20/NW (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08) Head Office, Mmabatho A 3-year National Diploma or Bachelor's degree in relevant experience in Labour Relations. 2-3 years' relevant experience. In-depth knowledge of related legislation such as the PSA, PSR, LRA, BCEA and PFMA. Proven exposure to collective bargaining processes and handling of individual and collective disputes/grievances. Good verbal and written communication skills. Facilitation and presentation skills. Mediation and conflict management skills. Valid driver's license and willingness to travel. Computer literacy ad Persal training.
<u>DUTIES</u>	:	Implement labour legislation. Advise and consult with line managers on labour relations matters. Proactively project and manage departmental risk on industrial action. Maintain labour relations database in the Department. Implement and maintain all labour relations programmes, policies and interventions for the Department. Prepare and provide relevant reports to the Head of the Human Resource Management.
<u>ENQUIRIES</u>	:	Mr L Ntsevu Tel No: (018) 388 4044
<u>POST 20/206</u>	:	<u>SENIOR STATE ACCOUNTANT: EXPENDITURE MANAGEMENT REF NO: 2020/ACSR21/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08) Mahikeng Head Office A 3-year National Diploma or Bachelor's degree in Accounting or Financial Management 2-3 years' relevant experience Knowledge of the Public Finance Management Act/Treasury Regulations and Performance Management Development System Good interpersonal relations Analytical and problem-solving skills Supervisory skills Communication and negotiation skills Computer literacy. A Valid driver's licence.
<u>DUTIES</u>	:	Authorisation of payment voucher. Process payments on Walker/BAS. Monthly compilation of payments reports. Respond to audit findings and correct audit exceptions from auditors. Reconciliation of creditors' payments. Follow up on outstanding payments. Scrutinise supporting documents for expenditure items to identify potential unauthorised, fruitless and wasteful and irregular expenditure and recommend in a timely manner and propose preventative actions. Supervise the verification of the accuracy and timeliness of payments recorded. Supervise subordinates.
<u>ENQUIRIES</u>	:	Ms K Marumo Tel No: (018) 388 2684
<u>POST 20/207</u>	:	<u>SENIOR ADMIN OFFICER: MONITORING AND EVALUATION REF NO: 2020/ACSR22/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08) Head Office, Mmabatho A three year National Diploma/ Bachelor's Degree in Monitoring and Evaluation or Planning or Public Management or equivalent qualification with 2-3 years' experience in NPO environment. Knowledge and understanding of

legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organizations. A valid driver's license. Skills and Competencies. Good planning and coordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.

DUTIES : Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and system. Coordinate reporting (Monthly, quarterly, and annual reporting). Validate reported performance information. Coordinate evaluation of the Departmental programmes. Coordinate, analyses, monitor and evaluate the Departmental Programmes. Oversee the evaluation programmes for the Department. Analyze and report on performance of Departmental programmes. Provisioning of Executive support. Coordination of reports for Social Clusters, legislature etc. Coordination of Management Performance Assessment Tool. Coordinate the overall performance of Management Performance Assessment Tool. Conduct training and workshops on Management Performance Assessment Tool. Participate in Management Performance Assessment Tool. Supervise staff training and development, performance and leave plan.

ENQUIRIES : Mr M Mosimane Tel No: (018) 388 2851

POST 20/208 : **PRINCIPAL LIBRARIAN REF NO: 2020/ACSR23/NW**
Library Services

SALARY : R316 791 per annum (Level 08)
CENTRE : Dr. Ruth Segomotsi Mompati District Library: Vryburg
REQUIREMENTS : Degree in Library or Information Studies (B.Bibl or B. Inf) or a Post graduate diploma in Library & Information Studies; 3 years' experience in Community Library Services, Valid driver's licence and willingness to travel, Supervisory skills. Skills: Good verbal and written communication skills. Interpersonal relations, time management, office management and administration skills. Good computer literacy in Microsoft Office Suite. Ability to work under pressure and deliver to tight deadlines.

DUTIES : Provide guidance and support to community libraries in the District; Monitor and evaluate performance of community libraries in the District; Consolidate, Analyse and submit monthly statistical reports of community libraries. Manage collection of the District Library. Prepare management information, reports statistics and reporting to management. Supervision of staff.

ENQUIRIES : Mr J.Govender Tel No: (053) 927 1190

POST 20/209 : **GRAPHIC DESIGNER REF NO: 2020/ACSR24/NW**

SALARY : R316 791 per annum (Level 08)
CENTRE : Mahikeng, Head Office
REQUIREMENTS : A 3-year National Diploma or Bachelor's degree in in Communication or equivalent qualification. 2-3 years' experience in graphic design or equivalent qualification. Computer literate. Valid driver's license. Competencies and Attributes: Good communication skills. Planning and organizing skills. Creativity. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness. Ability to network and diplomacy.

DUTIES : Produce high quality and effective designs (in its ability to convey the communication message) for media products, such as posters, brochures, newsletters, reports, presentations, etc. Render print media production services inclusive of design, layout, printing, assembling and installation of media products. Render electronic media production services such as innovative and effective power point presentations/multimedia products. Assess clients' communication needs and match with departmental branding requirements and strategic direction of the department. Procure print services from external service providers at times. Assist with managing and maintaining equipment in the graphic design unit. Management of human resources, finance and assets.

ENQUIRIES : Mr S Sebolewe Tel No: (018) 388 2763

POST 20/210 : **SENIOR PERSONNEL PRACTITIONER: PMDS REF NO: 2020/ACSR25/NW**

SALARY : R316 791 per annum (Level 08)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : A 3-year National Diploma or Bachelor's degree in and 2-3 years' relevant experience in Human Resource Management. Interpersonal relations, planning and organising, innovations, presentation, analytical and communication skills. Computer literacy. Ability to formulate, interpret HR practice, procedures and policies. In-depth knowledge of performance management and development system and performance auditing. Good administrative, financial and project management experience. Valid driver's license.

DUTIES : Develop and implement effective performance management system. Manage submission of work plans and performance agreement. Ensure that job descriptions are developed and signed by all employees. Conduct and manage first and final performance assessment. Manage performance auditing. Manage the database and provide accurate and reliable statistics. Act as a consultant to line managers to ensure effective management of individual performance and support the investigation of queries. Ensure alignment and plans as well as alignment of assessment documents to performance agreements/ work plans. Contribute to the development, review and maintenance of the performance management system and processes. Render a human resource advisory service to the management of the Department by investigating, analysing, benchmarking and interpreting legislation, prescripts and other human resource-related issues to promote an effective human resource environment. Conduct information sessions.

ENQUIRIES : Mr X March Tel No: (018) 388 2722

POST 20/211 : **PERSONAL ASSISTANT TO CHIEF FINANCIAL OFFICER REF NO: 2020/ACSR26/NW**

SALARY : R257 508 per annum (Level 07)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : An appropriate three year tertiary qualification or secretarial diploma or equivalent qualification, coupled with extensive practical experience in rendering support service to senior management. 2-3 years relevant secretariat experience. Language skills and ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. High level of reliability. Written communication skills. The ability to act with tact and discretion. The ability to do research and analyse documents and situations. Good grooming and presentation, self-management and motivation. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge of financial management. A driver's license will be an added advantage.

DUTIES : Provide a secretarial/receptionist support service to the Chief Financial Officer. Render administrative support, including proper record keeping to the Chief Financial Officer. Organise meetings and ensure logistical services/arrangements in the office. Provide support in the administration of the office budget. Study the relevant public Service, financial and departmental prescripts/policies, as well as other relevant documents and ensure application thereof.

ENQUIRIES : Ms P Mojaki Tel No: (018) 388 2675

POST 20/212 : **ACCOUNTING CLERK: PAYROLL ADMINISTRATION REF NO: 2020/ACSR27/NW**
Directorate: Finance

SALARY : R173 703 per annum (Level 05)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Grade 12 or equivalent qualification. Relevant work experience will serve as an added advantage. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of the Public Service financial legislations, procedures and Treasury regulations. Knowledge of basic financial operating systems (BAS, and PERSAL). Skills: Good verbal and written communication skills, Ability to

meet deadlines and work as a team, Computer literacy, Basic numeracy skills, Accuracy and attention to detail.

DUTIES : Collect PERSAL output and IRP5s at distribution centre Sort IRPs, payroll and distribute payslips for certification by Payroll Masters Post schedules to third parties File all documents Deposit all warrant vouchers. Perform any other duties as requested by supervisor.

ENQUIRIES : Ms B.R Manyeneng Tel. (018) 388 4896

POST 20/213 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2020/ACSR28/NW**

SALARY : R173 703 per annum (Level 05)

CENTRE : Head Office, Mmabatho

REQUIREMENTS : Grade 12 Certificate or equivalent. Relevant work experience will serve as an added advantage. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of basic Supply Chain Management systems (CSD and WALKER). Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Planning and organising skills. Good communication skills.

DUTIES : Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. Knowledge: Sound understanding of the PFMA, Treasury Regulations and other related prescripts, Prescripts relating to Supply Chain Management. Sound knowledge of Government policies, legislations and intergovernmental relations Communication (written and verbal). Analytical thinking. Good computer literacy in Microsoft Office suite (Word, Excel and Power-Point). Knowledge of basic Supply Chain Management systems (CSD and WALKER) Duties: To implement PPPFA and appropriate goals per commodity in terms of preferential procurement policy objectives, Supply Chain Management policies, prescripts and practice notes. Implementation of the departmental financial delegation. Provides administrative support in the quotation processes. Render general clerical support services.

ENQUIRIES : MS T Naphakade Tel No: (018) 388 2471