

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF HEALTH**

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

- APPLICATIONS** : Applications quoting relevant reference, should be forwarded as follows:
Provincial Office, Private Bag x 2068, Mmabatho, 2735
- FOR ATTENTION** : Mr K.M Motoko, Provincial Office Tel No: (018) 391 4406
- CLOSING DATE** : 30 October 2020
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the posts. The appointment is subject to positive outcome obtained from the SSA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

MANAGEMENT ECHELON

- POST 24/278** : **DIRECTOR: INFRASTRUCTURE PLANNING REF NO: NWH 01/2020**
- SALARY** : R1 057 326 per annum (All inclusive SMS Package)
- CENTRE** : Provincial Office
- REQUIREMENTS** : Bachelor's Degree in Built Environment (NQF Level 7) as recognized by SAQA. At least 5 years' experience in middle/senior managerial level. Registration with Engineering Council of South Africa (ECSA) will be an added advantage. Pre-entry Certificate Course for the Senior Management Service (SMS) as endorsed by the National School of Government. Core Management Competencies: Strategic capability and leadership, Financial Management, Change management, Problem solving and analysis, People management and empowerment, Communication, Client orientation and customer focus, Knowledge Management, Service delivery innovation, Programme and Project management. Ability to demonstrate high level of personal professional ethics. Excellent interpersonal and communication skills. Good presentation and report writing. Computer literacy. A valid driver's license. Main Role: To develop and manage strategies, policies, systems, norms/standards and plans related to immovable assets.
- DUTIES** : Manage physical resources planning framework, prioritisation model(s), Business Cases and Project briefs. Interpret and apply norms and standards. Direct infrastructure analysis and policy formulation. Finalise all infrastructure planning documents. Direct property management. Implement programme and project measurement and evaluation. Prepare monitoring reports [performance and financial reports]. Complete Post Project and Post Occupancy Evaluations (POE). Manage people and Finances.

ENQUIRIES : MR K Molawa Tel No: (018) 391 4134

OTHER POSTS

POST 24/279 : **CHIEF ELECTRICAL ENGINEER REF NO: NWH 02/2020**

SALARY : R1 042 827 per annum (All inclusive Package)

CENTRE : Provincial Office

REQUIREMENTS : Bachelor's Degree in Engineering. Six (6) years' experience post qualification. Registered as a Professional Engineer with Engineering Council of South Africa (ECSA) must be attached. Computer literacy. A valid driver's license. Main Role: To provide electrical engineering inputs and guidance which include all aspects of innovate and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations.

DUTIES : Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of the electrical engineering installations. Manage people. Undertake research.

ENQUIRIES : Mr K Molawa Tel No: (018) 391 4134

POST 24/280 : **CHIEF MECHANICAL ENGINEER REF NO: NWH 03/2020**

SALARY : R1 042 827 per annum (All inclusive Package)

CENTRE : Provincial Office

REQUIREMENTS : Bachelor's Degree in Engineering (Mechanical). Registered as a Professional Engineer with Engineering Council of South Africa (ECSA) must be attached. Six (6) years' experience post qualification. Computer literacy. A valid drivers' license. Main Role: To provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on mechanical installations.

DUTIES : Develop and maintain technical and functional norms and standards from engineering perspective. Investigate proposals for innovative service delivery mechanism and undertake feasibility studies. Compile mechanical briefing documentations and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Manage people. Undertake research.

ENQUIRIES : Mr K Molawa Tel No: (018) 391 4134

POST 24/281 : **CHIEF ARCHITECT REF NO: NWH 04/2020 (X2 POSTS)**

SALARY : R898 569 per annum (All inclusive package)

CENTRE : Provincial Office

REQUIREMENTS : Bachelor's Degree in Architecture. Six (6) years' experience post qualification. Registered as a Professional Architect with the South African Council for the Architectural Profession (SACAP) must be attached. Computer literacy. A valid drivers' license. Main Role: To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS)

DUTIES : Determine and customise architectural functional & technical norms and standards. Determine architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Direct Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Preparation of architectural inputs to the development of the User Asset Management Plan and Project list. Manage health facility planning. Manage people. Undertake research.

ENQUIRIES : Mr K Molawa Tel No: (018) 391 4134

POST 24/282 : **CHIEF QUANTITY SURVEYOR REF NO: NWH 05/2020**

SALARY : R898 569 per annum (All inclusive package)
CENTRE : Provincial Office
REQUIREMENTS : Bachelor's Degree in Quantity Surveying. Six (6) years' experience post qualification. Registered as a Professional with the South African Council for Quantity Surveying Profession (SACQSP) must be attached. Computer literacy. A valid drivers' license. Main Role: To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS).

DUTIES : Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages /Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agents).Manage people and budgets.

ENQUIRIES : Mr K Molawa Tel No: (018) 391 4134

POST 24/283 : **DEPUTY DIRECTOR: INSTITUTIONAL IMPROVEMENT REF NO: NWH 11/2020**

SALARY : R733 257 per annum (All inclusive MMS Package)
CENTRE : Provincial Office
REQUIREMENTS : Bachelor's Degree in Health Sciences/Commerce/Public Administration/Management. At least 5 years' experience in Health System, Standards, Management Practices, Information Systems and Organisation Development of which 3 years should be at Assistant Director Level. Computer literacy. A valid drivers' license. Main Role: To provide institutional support to the identified health facilities where infrastructure projects are implemented and changes in the operational health systems are required.

DUTIES : Implementation of organisational development strategies aimed towards seamless service delivery during infrastructure project implementation at Health Facilities. Facilitate change management programmes at Health Facilities as part of the delivery of infrastructure. Implementation of quality assurance programmes as part of the delivery of infrastructure. Monitor and report progress with implementation of institutional systems aligned to infrastructure delivery.

ENQUIRIES : Mr K Molawa Tel No: (018) 391 413

POST 24/284 : **DEPUTY DIRECTOR: PROJECTS (HEALTH TECHNOLOGY) REF NO: NWH 13/2020**

SALARY : R733 257 per annum (All inclusive MMS Package)
CENTRE : Provincial Office
REQUIREMENTS : Bachelor's Degree/National Diploma in Nursing /related Medical Field / Electrical /Mechanical/Clinical Engineering. At least 5 years relevant experience in Medical Field, Clinical Engineering, functioning of medical equipment, the application of health technologies, the interface between

		medical equipment and patients including outputs and measurements of which 3 years should be at Assistant Director Level. Computer literacy. A valid Drivers' license Main Role: To manage health technology services projects (new commissioning) and upgrading.
<u>DUTIES</u>	:	Conduct planning and costing for health technology. Interpret and apply approved norms and standards per level of care. Supervise, monitor and manage procurement plans to obtain health technology required for infrastructure projects. Prepare commissioning plans for installation of medical equipment. Manage effective and efficient commissioning of medical equipment. Manage hand over of new installations and training. Manage people and budgets
<u>ENQUIRIES</u>	:	Ms D Dijong Tel No: (018) 391 4495
<u>POST 24/285</u>	:	<u>DEPUTY DIRECTOR: POLICIES AND SYSTEMS (HEALTH TECHNOLOGY) REF NO: NWH 14/2020</u>
<u>SALARY</u>	:	R733 257 per annum (All inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma in Electrical/ Mechanical/Clinical Engineering. At least 5 years' experience in Mechanical /Clinical Engineering/Functioning of Medical equipment and the application of health technologies and the interface between medical equipment and patients including outputs and measurements of which 3 years should be at Assistant Director Level. Computer literacy. A valid drivers' licence. Main Role: To manage health technology Policies and Systems
<u>DUTIES</u>	:	Conduct planning and costing for health technology. Interpret and apply approved norms and standards per level of care. Develop and ensure implementation of Health Technology Policies. Ensure effective management of health technology systems (PMIS). Supervise, monitor and manage procurement plans to obtain health technology required for infrastructure projects. Prepare commissioning plans for installation of medical equipment. Manage hand over of new installations and training. Manage people and budgets.
<u>ENQUIRIES</u>	:	Ms D Dijong Tel No: (018) 391 4495
<u>POST 24/286</u>	:	<u>ENGINEER (ELECTRICAL) REF NO: NWH: 08/2020</u>
<u>SALARY</u>	:	R718 059 per annum (All inclusive Package)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Engineering (Electrical). Three (3) years' experience post qualification. Registered as a Professional Engineer with the Engineering Council of South Africa (ECSA) must be attached. Computer literacy. A valid drivers' license. Main Role: To perform and manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications.
<u>DUTIES</u>	:	Undertake engineering designs. Perform final review and approval of audits on new engineering designs according to design principles or theory. Implement the maintenance strategy. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Provide effective engineering and project management services. Undertake research.
<u>ENQUIRIES</u>	:	Mr K Molawa Tel No: (018) 391 4134
<u>POST 24/287</u>	:	<u>QUANTITY SURVEYOR REF NO: NWH 06/2020 (X2 POSTS)</u>
<u>SALARY</u>	:	R618 732 per annum (All inclusive package)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Quantity Surveying. Three (3) years' experience post qualification. Registered as a Professional Quantity Surveyor with

South African Council for the Quantity Surveying Profession (SACQSP) must be attached. Computer literacy. A valid drivers' license. Main Role: To provide quantity surveying inputs and guidance for the development of infrastructure strategies, policies, functional/technical norms and standards, plans for Health in line with the provincial Infrastructure Delivery Framework for the planning and construction of Health Department projects.

DUTIES : Customise quantity surveying and costs norms/standards for health facilities. Determine quantity surveying policies, plans, procedures and criteria for all infrastructure projects and programmes. Contribute to project briefing documents, costing models and operational narratives. Manage inputs to the user Asset Management, Project lists and Budget. Undertake research.

ENQUIRIES : MR K Molawa Tel No: (018) 391 4134

POST 24/288 : **ARCHITECT REF NO: NWH 07/2020**

SALARY : R618 732 per annum (All inclusive Package)
CENTRE : Provincial Office
REQUIREMENTS : Bachelor's Degree in Architecture. Three (3) years' experience post qualification. Registered as a Professional Architect with the South African Council for the Architectural Profession (SACAP) must be attached. Computer literacy. A valid drivers' license. Main Role: To provide architectural inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards which includes form and space designs in line with Infrastructure Delivery Management System (IDMS).

DUTIES : Determine and customise architectural functional & technical norms and standards. Determine architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Undertake Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Preparation of architectural inputs to the development of User Asset Management Plan and Project List. Assist with health facility planning. Undertake research.

ENQUIRIES : Mr K Molawa Tel No: (018) 391 4134

POST 24/289 : **ASSISTANT DIRECTOR: FINANCE (INFRASTRUCTURE): NWH 12/2020**

SALARY : R376 596 per annum (plus benefits)
CENTRE : Provincial Office
REQUIREMENTS : Bachelor's Degree/National Diploma in Commerce/Accounting /Economics. At least 5 years relevant experience in Financial Management of which 3 years should be at supervisory level. Computer literacy. A valid driver's license. Main Role: To assist with the coordination of all financial management functions.

DUTIES : Extract, analyse and validate financial information for infrastructure projects/programmes. Provide financial administration services for all Infrastructure Programmes and Projects. Prepare Financial Reports. Provide budget administration services. Update and maintain a document management system for all financial documentation.

ENQUIRIES : Mr K Molawa Tel No: (018) 391 4134

POST 24/290 : **CHIEF WORKS INSPECTOR: NWH 09/2020**

SALARY : R316 791 per annum (plus benefits)
CENTRE : Provincial Office
REQUIREMENTS : Bachelor's Degree/National Diploma in Building/ Mechanical/Electrical Engineering or N3 with Trade Test Certificate. At least 3-5 years' experience post qualification. Computer literacy. A valid drivers' license. Main Role: To manage the design and implementation of inspections of

buildings and machinery to validate compliance with Occupational Health and Safety requirements.

DUTIES : Provide technical inputs to Health Facilities to draw up specifications and monitor compliance by service providers regarding safety matters. Implement regular compliance inspections and audits at Health Facilities (regular safety audits). Conduct investigations into accidents and make recommendations. Manage the analysis of technical data. Make recommendations in terms of interventions required in terms of condition of buildings and or machinery that are compromising adherence with Occupational Health and Safety requirements. Manage the development of plans to address shortcomings in terms of compliance of Occupational Health and Safety requirements, Environmental requirements and Quality Assurance Standards. Manage people and budgets.

ENQUIRIES : Mr K Molawa Tel No: (018) 391 4134

POST 24/291 : **WORKS INSPECTOR REF NO: NWH 10/2020 (X2 POSTS)**

SALARY : R208 584 per annum (plus benefits)

CENTRE : provincial office

REQUIREMENTS : Bachelor's Degree/ National Diploma in Building/ Mechanical/Electrical Engineering or N3 with Trade Test Certificate. One (1) year' experience post qualification. Computer literacy. A valid drivers' license. Main Role: To implement inspections on compliance with the OHS legislation in terms of machinery or buildings at all Health Facilities and assist with the development and implementation of remedial plans.

DUTIES : Provide technical inputs to Health Facilities to draw up specifications and monitor compliance by service providers regarding safety matters. Implement regular compliance inspections and audits at Health Facilities (regular safety audits).Conduct investigations into accidents. Collect and analysis of technical data. Make recommendations in terms of interventions required in terms of condition of buildings and or machinery that are compromising adherence with Occupational Health and Safety requirements. Implement OHS Plans. Provide OHS training.

ENQUIRIES : Mr K Molawa, Tel No: (018) 391 4134

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 delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

CLOSING DATE : 30 October 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 POSTS

POST 24/292 : **DEPUTY DIRECTOR- ORGANISATIONAL DEVELOPMENT REF NO: NWP/OOP/2020/01**

Candidates who previously applied for this position are advised to re-apply If they are still interested

Job Purpose: To develop Human Resource Strategies and ensure alignment of the organisational structure to Departmental strategic plan

SALARY CENTRE REQUIREMENTS

: R733 257 per annum (Level 11) (all-inclusive package)
: Mmabatho

: Knowledge: 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 Orgplus training will be an added advantage. 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 Oorganizational Development, organizational design, job evaluation system, procedure and methods specifically in the public service. Sound knowledge and understanding of human resource legislation 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.

DUTIES

: Management of organisational design and development services. Management of the business Process. Mapping and improvement processes. Management and facilitation of job evaluation processes. Development and implementation of human resource plan. Management of staff establishment. Development and facilitation of the organization structure processes. Development and implementation of change management and service delivery improvement initiatives/programmes. Development and management of human resource delegation register. Development and management of job description database. Manage the provision of operations management services and employee satisfaction survey. Management of staff and development of policies. Coordinate and consolidate reports.

ENQUIRIES

: M.M Badimo Tel No: (018) 388-5038

POST 24/293 : **SECRETARY TO DIRECTOR: HUMAN RESOURCES MANAGEMENT AND PROVINCIAL MONITORING AND EVALUATION SYSTEM REF NO: NWP/OOP/2020/02 (X2 POSTS)**

Job Purpose: To provide administrative and secretarial support services to the Director

SALARY CENTRE REQUIREMENTS

: R173 703 per annum
: Mmabatho

: Grade 12 and/ or Secretarial qualification.1-2 year's relevant experience in office administration. Competencies: Good communication skills; verbal and non-verbal; ability to read; write and pay attention to details; sound interpersonal relations skills and good telephone etiquette; Computer literacy; high level of reliability and sound organizational skills. Willingness to work extra hours when required. Knowledge: Sound knowledge of all facets of work-related policies and practices. Skills: Above average technical/professional knowledge and skills in immediate work area and wider work environment.

DUTIES

: Provides administrative support services to the Director. Render the secretariat services to the Director; Minute taking during meetings; Coordinate and arrange meetings; Diary management; Office filling; Administration of Office correspondence; Management of the Office and performance related duties as assigned.

- ENQUIRIES** : M.M Badimo: Directorate: Human Resources Management Tel No: (018) 388-5038 and UH Kraak
 Directorate: Provincial Monitoring and Evaluation System Tel No: (018) 388-4010
- NOTE** : Candidate must specify the position applied for on the Z83 application form.
- POST 24/294** : **COVID 19 SCREENERS REF NO: NWP/OOP/2020/03 (X16 POSTS)**
- SALARY CENTRE** : R95 187 per annum
 : Garona Government Complex (X8 Posts)
 : Mmabatho Geo Science Building (X1 Post)
 : Provincial Archives (X1 Post)
 : Siemens Building, Mafikeng (X1 Post)
 : Rustenburg District Office (X1 Post)
 : Brits Office (X1 Post)
 : Dr Ruth Segomotsi Mompati (X1 Post)
 : Dr Keneth Kaunda (X2 Posts)
- REQUIREMENTS** : Grade 12 and/or equivalent qualification; Certificate in Computer Literacy will be an added advantage; Certificate in Nursing Assistant/ Auxiliary Services/ Occupational Health and Safety; Currently unemployed young people below age of 35 from the North West province will receive preference.
- DUTIES** : Perform daily screening of all employees and visitors; Data capturing of screening records (i.e after screening is done); Consolidation of daily screening registers and submission to Employee Health and Wellness; Record keeping of statistics (managing of registers); Facilitate referrals of systematic cases to Health facilities; Manage and administer COVID 19 essentials (Sanitizers, Temperature scanners, Liquid soaps, masks) Monitor compliance to COVID 19 regulations and report on non-compliance; Office decontamination.
- ENQUIRIES** : M. Nkoana Tel No: (018) 388-4122

DEPARTMENT OF PUBLIC WORKS AND ROADS (NWP)

This Department Is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured Males and Females and People with disability are encouraged to apply. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735 OR Hand Deliver at Main Registry Office 133, 1st Floor, East Wing, Old Parliament, Building, Modiri Molema Road. NB: Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.
- FOR ATTENTION CLOSING DATE** : Mr M.E Khauoe,
 : 31 October 2020 at 15H00
- NOTE** : Applications must be accompanied by signed and dated Z83 form; recent updated comprehensive CV with at least names of three (3) contactable referees with contact details; originally certified copies of all qualification (s) including Grade 12 (Senior Certificate); certified ID copy. All applicants tertiary qualification/s must be accompanied by certified copies of academic record / transcript(s). Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Candidates will be subjected to security screening and vetting. Previous school, university, college or employment the records will be verified. Faxed and emailed applications are not accepted. Applications should be forwarded on time to the department since applications received after the closing date indicated below will as a rule not be 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 appointments. Candidates requiring additional information regarding an advertised Internship must direct their enquiries to the Enquiry Indicated below.

OTHER POSTS

POST 24/295 : **DEPUTY DIRECTOR: LAND ADMINISTRATION REF NO: H/O 09/2020 (X1 POST)**

SALARY : R869 007 per annum (Level 12) all inclusive remuneration package
CENTRE : Head Office - Mmabatho
REQUIREMENTS : Qualifications and Experience: Matric (grade 12) certificate Plus National diploma or Bachelor's degree in one of the following fields: Real Estate, Town and Regional Planning, Urban Land Planning, Property Studies, Property Management. Minimum 5 years relevant experience (of which 3 years at supervisory level) in the management of properties at national, provincial or local sphere of government including private sector. A valid driving license is a requirement. Knowledge: Knowledge and understanding of the following Acts and policies: North West Land Administration Act, No. 4 of 2001, Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA), Public Finance Management Act, No. 1 of 1999 (PFMA), as amended, National Treasury Regulations, Spatial Planning Land Use Management Act 16 of 2013 (SPLUMA), Deeds Registries Act No. 47 of 1937, Restitution of Land Rights Act No. 22 of 1994, Alienation of Land Act No. 68 of 1981 and any other applicable government policies and prescripts. Skills and Competencies: Ability to work under pressure. Planning and organisational skills. Good client relations management. Conflict resolution and Negotiation skills. Willingness to travel extensively. High level of verbal and written communication skills. People management and development. Computer skills (Ms Word, Power Point and Excel). Good Communication, Interpersonal and Report writing skills.

DUTIES : Manage the Provincial Land Administration portfolio in line with North West land Administration Act. Manage the commercial rental portfolio, establish and maintain tenants' database. Integrate all land administration activities within the province including acquisitions and disposals at district level. Administer land use (optimum utilisation) and land audit, which include administration of commercial leases and land rights. Liaise with relevant stakeholders regarding land requests and enquiries on state-owned land, including the land disputes. Manage the land rights, way-leave agreements, and administration of commercial leases and registration of notarial leases at the Deeds Office. Manage the processes of surveying, rezoning and valuation of state owned properties. Manage the vesting process and attend the Provincial State Land Vesting and Disposal Committee (PSLVDC) meetings. Conduct land audit and ensure alternative optimum utilisation of state-owned properties (land/buildings). Liaise with relevant structure / stakeholders regarding acquisition of new properties and disposal of superfluous state properties. Prepare monthly and quarterly reports for Senior Management and adhoc reports to Provincial Treasury, Office of the Premier and various Provincial Legislature committees as and when required. Monitor and exercise control over the budget and expenditure for the Sub-Directorate. Manage the personnel within the Unit in line with the agreed Work Plans and Operational Plan and in terms of Performance Management and Development System (PMDS).

ENQUIRIES : Mr Jabulani Mathabela Tel No: (018) 388 4632

POST 24/296 : **DEPUTY DIRECTOR: REVENUE REF NO: H/O 11/2020 (X1 POST)**

SALARY : R733 257 per annum (SL11) all inclusive remuneration package

<u>CENTER REQUIREMENTS</u>	: Head Office - Mmabatho : Qualifications and Experience: Matric (Grade 12) certificate plus three year National Diploma/ Bachelor Degree in Public Finance and/ Auditing. Five (5) years' experience of which three (3) years should be at supervisory level. A valid driving license is a requirement. Knowledge: GRAP/GAAP; Financial Management and Accounting, Sound track record in Financial Accounting in the Public Service or private entities, Knowledge of public finance Management Act (PFMA), National Treasury Regulations, Knowledge of financial and operational prescripts that governs the Department and Public Sector, Knowledge of transversal systems used in the Department e.g. BAS, PERSAL skills, must have payroll and basic conditions of service knowledge. Skills and Competencies: Communication skills (written and verbal) Problem solving and decision making skills, ability to work under pressure and meet candidates, Computer literacy (MS Word, Excel, Power Point and Outlook) Numerical, Analytical, Reporting, Financial Skills ,Assertiveness, Accountancy and attention to detail.
<u>DUTIES</u>	: Advise and assist the Director financial Managements in the exercise of powers, functions assigned and delegations. Manage the effective implementation of the Public Finance Management Act (PFMA) and treasury Regulations. Ensure compliance with the best practice accounting norms and standards. Manage, monitor and implement financial systems and accounts control. Prepare financial statements. Compile reports for internal and external audits. Manage bookkeeping and financial quality control services. Establish and maintain effective, efficient and transparent system and internal control. Manage staff .Management of the Revenue, Debt, Suspense and Bank Reconciliation .Compiling statutory reports relating to Revenue debt Suspense and bank reconciliation.
<u>ENQUIRIES</u>	: Mr M. Madienyane Tel No: (018) 3881441
<u>POST 24/297</u>	<u>DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: H/O 12/2020 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R733 257 per annum (Level 11) all inclusive remuneration package Head Office - Mmabatho : Qualifications and Experience: Matric (grade 12) certificate plus Bachelor's degree or National Diploma in Accounting/Auditing/Risk Management. Minimum 5 years relevant experience (of which 3 years at Supervisory level) within the risk management environment. A valid driving license is a requirement. Knowledge: In depth knowledge of the PFMA, Treasury Regulations, Public Sector Risk Management Framework, King IV Report, Public Service Anti-corruption Strategies. Knowledge of governance and accountability, project management, financial and change management. Skills and Competencies: Problem solving and analysis skills, A proven track record in people management and empowerment, Communication skills (written and verbal) Decision making skills, Report writing, Ability to work under pressure, Computer literacy.
<u>DUTIES</u>	: Develop risk management strategies, systems (methodologies, models and tools etc.), policies and annual risk management plan. Manage, implement, review and improve the risk management framework: Undertake studies and analysis for identifying risks to establish the internal and external organisation context. Manage, facilitate and advice on the risk management assessment process. Manage, monitor and review the identified risk response activities. Compile risk profile (ensure that the risk register is maintained). Compile reports as required. Facilitate the institutionalisation risk management: Ensure that risk management philosophy and culture is embedded in the organisation. Manage and undertake capacity development (inform, guide and advise employees on risk management matters). Develop and facilitate the implementation of the fraud prevention plan and anti-corruption strategy. Develop and

facilitate the implementation of ethics policy/strategy. Coordinate the activities of the Risk Management Committees and perform the Secretariat functions. Assist the Director to ensure that all matters related to audit reports and are adequately resolved. Manage and supervise staff in the unit.

ENQUIRIES

: Mr E. Magole Tel No: (018) 388 3473