This 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 these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

Applications: The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.

For Attention: Maitseo Sebigi

Closing Date: 26 March 2021 at 15H30

Note: Applications must be submitted on the improved Z83 (Employment application form) which must be fully completed and compulsory to be signed and dated. Note that it is compulsory to complete all fields on the prescribed Z83 form for the Applicant to be considered. Should the applicant’s use incorrect application form for employment (Z83) approved to be utilized with effect 01 January 2021, the application/s will not be considered for selection purposes (disqualified). The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za. The copies of all qualification(s)/required documents must be originally certified which include certified copy of RSA ID document/National Identity card. A recent updated Comprehensive CV with at least names of three (3) referees with current contact details is required. Certification of qualification(s)/required documents must not be older than six (6) months. Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment 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 Qualifications 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. Candidates 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 appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his/her normal duties. 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 and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Certificate for PRE - entry into Senior Management Services (SMS) is a mandatory requirement. The appointee to SMS post must be in possession of such, prior to taking up the post. Further details are obtainable at the link:https://www.thensg.gov.za/training-course/sms-pre-entry-programme/.

Other Posts

Post 09/178: Deputy Director: Public Transport, Conflict Management

Salary: R733 257 per annum. The inclusive Remuneration package consists of a basic salary, the State’s contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.

Centre: Head Office – Mahikeng
REQUIREMENTS: Grade 12 certificate or equivalent, plus three year’s National Diploma or Bachelor’s Degree in Transport Management environment/Education/Administration/Conflict Management/Resolution environment. Five (5) to ten (10) years relevant working experience in the public service, preferably public transport sector of which three (3) years must be at Junior Management level. Valid driving license. Knowledge: Public Transport Policies and Public Service Prescripts. A thorough knowledge of the National Land Transport Act, No.5 of 2009 as well as Guidelines on Special Operating Procedure governing the Public Transport Industry. Ability to interpret legislation and implement it accordingly. Skills: Communication skills, Computer Literacy. Ability to investigate reported cases. Strong liaison and negotiation skills. Monitoring and evaluation skills. Assertive and confident approach to the Taxi Industry challenges.

DUTIES: Handle conflict within the Transport sector, in consultation with all relevant stakeholders. Manage Personnel within the Conflict Management Component. Forge partnership with relevant stakeholders. Investigate and monitor conflict throughout the Province. Advise the Public Transport operators in connection with conflict, and all matters related thereto. Manage Public Transport related to conflicts in the Province. Identify and mitigate all risks within the Sub-Directorate. Facilitate advocacy campaigns to the Transport sector, in line with the appropriate Legislations. Facilitate training in the transport sector. Perform any other responsibilities as may be assigned by the Director.

ENQUIRIES: Dr Ntlhopeng Dikobe Tel No: (018) 388 5616/7

POST 09/179

DEPUTY DIRECTOR: ASSET AND INVENTORY MANAGEMENT REF NO: 10/2020/21
Directorate: Supply Chain Management

SALARY: R733 257 per annum. The inclusive Remuneration package consists of a basic salary, the State’s contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.


DUTIES: Manage the facilitation process of procuring office furniture and equipments. Manage the maintenance of the Departmental Asset Register and produce reports. Manage the process of procuring stationery /Inventory. Manage the development and monitor the implementation of movable asset management strategy. Identify and conduct movable asset physical verification process. To respond to Audit findings/exceptions, and implementation of Audit recommendations. Manage key responsibility area (KRAs) of the staff within the unit.

ENQUIRIES: Mr S Maduma Tel No: (018) 200 8057

POST 09/180

DEPUTY DIRECTOR: GOVERNMENT FLEET SERVICES REF NO: 11/2020/21
Directorate: Government Motor Fleet

SALARY: R733 257 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE REQUIREMENTS: Grade 12 Certificate or equivalent. An appropriate Bachelor’s Degree/National Diploma (NQF Level 6) in Transport Management/Public Administration/Management environment. A post graduate qualification will be an added advantage. Five (5) to Ten (10) years’ experience in fleet management, of which at least five (5) years must be at Junior Management level (Assistant Director Level). Project management experience. Unendorsed Drivers license EB. Knowledge: Thorough fleet management knowledge; Understanding of the National Road Traffic Act. Knowledge of asset management procedures and policies with specific reference to supply chain management. Contract
DUTIES: Maintain credible Fleet Asset Register. Render Fleet procurement Services. Ensure timeous registration, licensing and allocation of new fleet. Administer RT46 Contract. Administer Transversal and related contracts. Manage motor vehicle accidents register and the loss register. Manage employee driver training unit. Assist in compiling the yearly budget. Provide information required on audit queries from internal and the Auditor General. Develop Policies and procedures manuals on the acquisition, utilization and withdrawal of government fleet. Implement measures that would enforce compliance to policies. Provide management support to the Director. Manage the activities of the Sub – Directorate. Introduce system of internal control to prevent the incurrence of any kind of unauthorized, irregular and or of fruitless and wasteful expenditure. Provide staff performance management and maintenance of discipline. Checking and verifying bills before being processed for payment.

ENQUIRIES: Mr TP Mosiane Tel No: (018)200 8072

POST 09/181: DEPUTY DIRECTOR: NATIS REVENUE ADMINISTRATION SUPPORT REF NO: 13/2020/21
Directorate: Transport Administration and Licensing
Re-advertisement; candidates who previously applied are encouraged to reapply.

SALARY: R733 257 per annum. The inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.

CENTRE: Head Office - Mahikeng

REQUIREMENTS: Grade 12 or equivalent plus 3 years National Diploma/Degree in Public Administration/Financial Management/Transport Economics environment or related. Five (5) to ten (10) years relevant work experience in the NaTIS revenue collection environment of which three (3) years must be at Junior Management level (Assistant Director). A valid driving license. Knowledge: Public Service policies rules and legislations, National Road Traffic Act 93 of 1996, National Administration Traffic Information System (NaTIS ), Public Finance Management Act ( PFMA ), Treasury Regulations and other service related legislations, Performance Management Development System ( PMDS ), Supply Chain Management prescripts ( BBBEE, PPPFA ), Ability to work under pressure. Skills: Planning and Coordinating skills, Good Communication skills, Presentation skills and good interpersonal relationship, Computer literacy, Report writing skills and Problem solving skills. Ability to work in a Team as well as independently.

DUTIES: Manage the performance of reconciliation of NaTIS revenue. Provide expenditure and revenue control services. Manage the performance reconciliation functions in respect of RTMC levies to be collected for the entire Province. Provide revenue control support services in respect of registering authorities, DLTCs and VTSs. Facilitate and coordinate responses to audit queries. Manage the sub-programme Risk Register and ensure implementation of the Risk Management Strategies. Monitor the implementation of the Audit Action Plans to improve the findings of the Auditor General.

ENQUIRIES: Mr. S. Mmono Tel No: (018) 388 1123/24

POST 09/182: DEPUTY DIRECTOR: SCHOLAR TRANSPORT REF NO: 14/2020/21
Chief Directorate Transport Operations

SALARY: R733 257 per annum. The inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful
**CENTRE**: Head Office – Mahikeng

**REQUIREMENTS**: Grade 12 or equivalent plus three (3) year’s National Diploma or Bachelor’s Degree in Transport Management environment. Five (5) to Ten (10) years’ experience in Transport Management, three (3) years must be at Junior Management (Assistant Director Level) in a Public Transport environment. Valid driver’s license. Knowledge: Treasury Regulations, PFMA, Public Transport Management and Preferential Procurement Plan. An understanding of the National Land Transport Act, no 5 of 2009 and other related government prescripts and ability to implement the same. Skills: Planning, organizing, report writing, communication (good written and verbal), Ability to work under pressure and maintain positive interpersonal relations and to work well as part of the team. Computer literacy, problem solving abilities.

**DUTIES**: Manage and administer subsidised Public Transport. Verify and Manage payments of Subsidies to operators. Consult with various transport stakeholders. Liaise with public transport operators, National Department of Transport in terms of the National monitoring norms and standards. Monitor scholar transport services. Monitor and review current public transport services. Ensure compliance with Financial Management. Ensure the implementation of effective public transport monitoring systems. Consolidate and compile monitoring reports. Manage key performance area of the managed.

**ENQUIRIES**: Mr P.T Mohono Tel No: (018) 200 8089

**POST 09/183**: DEPUTY DIRECTOR: HUMAN RESOURCE UTILISATION AND CAPACITY DEVELOPMENT REF NO: 15/2020/21

**SALARY**: R733 257 per annum. The inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.

**CENTRE**: Head Office - Mahikeng


**DUTIES**: Oversee the drafting of Departmental Workplace Skills Plan (WSP). Manage the proper implementation of Learnership, Internships, Adult Education Training, and Bursaries programme within the Department. Manage relationships with relevant SETAs. Manage the coordination of Departmental Induction and Orientation Programmes, and coordinate Compulsory Induction Program (CIP). Manage the implementation of Performance Management & Development System (PMDS) in the department. Provide strategic leadership in Human Resource Utilisation and Capacity Development Unit. Manage the reporting process within the Unit. Oversee the development of departmental training reports. Ensure compliance and quality assurance as determined by relevant stakeholders. Manage key performance area of the managed.

**ENQUIRIES**: Ms VT Leteane Tel No: (018) 200 8055/8056

**POST 09/184**: DEPUTY DIRECTOR: EVALUATION REF NO: 16/2020/21

(One Year Employment Contract)

**SALARY**: R733 257 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

**CENTRE**: Head Office – Mmabatho

**REQUIREMENTS**: Grade 12 or equivalent plus Post Graduate Degree in Public Management within the sector of Monitoring and Evaluation plus minimum experience of three (3) to

DUTIES: Provide leadership to the Evaluation team in completing projects effectively. Conduct research/collect evidence and analysis of evidence. Assess issues such as relevance (effectiveness and efficiency) value for money, impact and sustainability and recommendations. Manage evaluation resources to deliver high quality evaluation and related objectives on time and to appropriate standards. Compile reports.

ENQUIRIES: Mr M. Moiloa Tel No: (018) 200 8376

POST 09/185: ASSISTANT DIRECTOR: (WHITE FLEET ADMINISTRATION) REF NO: 18/2020/21
Directorate: Government Motor Fleet
Re-advertisement; candidates who previously applied are encouraged to reapply.

SALARY: R376 596 per annum (Level 09)
CENTRE: Bojanala District Government Fleet Administration


ENQUIRIES: Mr J Leeuw, Tel No: (014) 523 5705

POST 09/186: ARTISAN FOREMAN GRADE A (FLEET MANAGEMENT MAINTENANCE) REF NO: 27/2020/21 (X2 POSTS)
Directorate: Government Motor Fleet

SALARY: R304 263 per annum (OSD Notches)
CENTRE: Dr. Ruth Segomotsi Mompati
REQUIREMENTS: Grade 10 plus Trade Test Certificate in Motor Mechanic. Two (2) to Three (3) years post qualification experience required as an Artisan in Fleet Management. Valid driver’s licence code 10 and PDP. NB: Grade 12 will be added as an advantage. Knowledge: Technical analysis knowledge. PMFA, Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. The incumbent must have knowledge of transport policies and circulars, including amongst others the PFMA, PMDS policy, Transport Handbook, Disciplinary code. Skills: People management skills and management of technical services.

DUTIES: The incumbent will be responsible for the administration and technical management of Government garage, as well as responsible for the repairs and maintenance of government Motor fleet (RT46 maintenance and repairs transversal contract). Verification of all repairs and subsequent quality control. Responsible for the assessment and quotations of vehicles involved in accidents and breakdowns. Liaise with clients and service providers with regard to Fleet maintenance and availability. Responsible for supervision of personnel and maintenance of discipline in the workplace.

ENQUIRIES: Mr ME Matsime Tel. No: (053) 927 3762

POST 09/187: ARTISAN PRODUCTION GRADE A REF NO: 34/2020/21
Directorate: Government Motor Fleet

SALARY: R190 653 per annum (OSD Notches)
CENTRE: Ngaka Modiri Molema White Fleet Maintenance

REQUIREMENTS: Grade 10 plus a completed apprenticeship and passed Trade Test in Motor Mechanic. At least two (2) years post qualification experience required in the workshop environment. Valid driver’s license code 10 and PDP. NB: Grade 12 will be added as an advantage. Knowledge: Basic technical analysis knowledge. PMFA, Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. Skills: Problem solving and analysis, Decision making and creativity, Self-Management and Analytic skills. Ability to communicate and Basic Computer skills, Customer focus and responsiveness, Planning and organizing skills. Problem solving skills and decision making.


ENQUIRIES: Mr K Seagiso Tel No: (018) 388 9200

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS: Completed applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements, Private Bag x 2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessewer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex)

FOR ATTENTION: Ms S Tebejane Tel No: (018) 388 4367

CLOSING DATE: 26 March 2021, Time (16H00)

NOTE: Directions to Applicants: Applications must be submitted on the prescribed new form, Z83 (fully completed), obtainable from any Public Service office and should be accompanied by the following documents: certified copies of qualifications, identity document and drivers license. A comprehensive CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees. Applicants’ with foreign qualifications must submit a SAQA evaluation report on the qualifications. 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. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Appointment of successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. The North West Department of Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

OTHER POSTS

POST 09/188: DEPUTY DIRECTOR: ASSET AND DISPOSAL MANAGEMENT REF NO: H/S 32/20-21 (X1 POST)

Chief Directorate: Financial Management Services
Directorate: Supply Chain Management

SALARY: R733 257 per annum (Level 11), all-inclusive remunerative package

CENTRE: Head Office (Mmabatho)


ENQUIRIES: Ms K M Tumane Tel No: (018) 388 3601

POST 09/189: DEPUTY DIRECTOR: HS MONITORING AND EVALUATION REF NO: H/S 33/20-21 (X2 POSTS)
Chief Directorate: Human Settlements Planning and Stakeholder Management
Directorate: Human Settlements Planning Monitoring and Evaluation

SALARY: R733 257 per annum (Level 11), (all-inclusive remunerative package)

CENTRE: Head Office (Mmabatho)


ENQUIRIES: Mr T Phetlhu Tel No: (018) 388 5241

POST 09/190: PROFESSIONAL CONSTRUCTION PROJECT MANAGER REF NO: H/S 36/20-21
Chief Directorate: Human Settlements Planning and Stakeholder Management
Directorate: Human Settlements Planning Monitoring and Evaluation

SALARY: R618 732 – R766 228 per annum (OSD)

CENTRE: Head Office (Mmabatho)

REQUIREMENTS: Matric/Grade 12, National Higher Diploma (Built Environment field) with a minimum of 4 years and 6 months certified experience or B Tech (Built Environment field) with a minimum of 3 – 5 years’ experience or Honours Degree in any Built Environment field with a minimum of 3 years’ experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Valid driver’s license. Competencies/Knowledge/Skills: Programmed and Project Management. Project principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Technical consulting. Professional judgement.

DUTIES: Manage and coordinate all aspects of projects. Project accounting and financial management. Research and development.

ENQUIRIES: Mr M Mashabane Tel No: (018) 388 5401

POST 09/191: PROFESSIONAL NURSE REF NO: H/S 46/20-21 (X1 POST)
Chief Directorate: Corporate Services
Directorate: Human Resource Management and Development

SALARY: R383 226 per annum (OSD)

CENTRE: Head Office (Mmabatho)

REQUIREMENTS: Matric/Grade 12 or equivalent. Degree/ Diploma in Nursing. (NQF Level 6/7 as recognised by SAQA) Current registration with the South African Nursing Council (SANC) as a Professional Nurse. 3-5 years relevant experience in general nursing. Experience as a Professional Nurse in corporate/workplace will serve as an added advantage. Valid driver’s License. Competencies/Knowledge/Skills: Computer literacy. Good communication skills (written and verbal).

DUTIES: Provision of Health Education, Care Management and primary Health Care to employees and their immediate families. Coordinate Health Promotions and illness prevention initiatives and contribute their evaluations. Participate in assessing and evaluating Health Care Services to ensure that employees are more informed of available programmes and services. Screen health problems and communicable diseases in accordance with prescribed norms and standards.

ENQUIRIES: Ms R Modisakeng Tel No: (018) 388 4818
POST 09/192: ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: H/S 37/20-21 (X1 POST)
Chief Directorate: Financial Management Services
Sub-Directorates: Internal Control

SALARY: R376 596 per annum. (Level 09)
CENTRE: Head Office (Mmabatho)

DUTIES: Development of departmental Post Audit Action Plan. Ensure that there are tight internal control systems within the department. Facilitate process of identification and addressing unauthorised, irregular, fruitless and wasteful expenditure (UIFW) in the department. Record keeping and reporting.

ENQUIRIES: Ms T Sewedi Tel No: (018) 388 - 3601

POST 09/193: ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: H/S 38/20-21 (X1 POST)
Chief Directorate: Financial Management Services
Sub-Directorate: Supply Chain Management

SALARY: R376 596 per annum (Level 09)
CENTRE: Head Office (Mmabatho)


ENQUIRIES: Ms K M Tumane Tel No: (018) 388 – 2474

POST 09/194: ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: H/S 39/20-21 (X1 POST)
Chief Directorate: Corporate Services
Sub-Directorates: Human Resource Management and Development

SALARY: R376 596. Per annum (Level 09)
CENTRE: Head Office (Mmabatho)

DUTIES: Facilitate the development and implementation of the organisational structure. Manage Job Evaluation process including implementation of Occupational Specific Dispensation. Coordinates and manage the development of Job Profiles and Job Descriptions. Coordinates the development of business processes. Develop/ Review policies and guidelines with respect to the organisational structure, change management, job evaluations etc. supervise, guide, train and develop staff. Plan, coordinates and carry out Work Study investigations of a complex nature and make recommendations to promote service delivery. Management of Human Resource.

ENQUIRIES: Ms R Modisakeng Tel No: (018) 388 4818
**POST 09/195**: ASSISTANT DIRECTOR: HUMAN RESOURCES STRATEGIES AND PLANNING REF NO: H/S 40/20-21 (X1 POST)

Chief Directorate: Corporate Services
Directorate: Human Resource Management and Development

**SALARY**: R376 596 per annum (Level 09)

**CENTRE**: Head Office (Mmabatho)

**REQUIREMENTS**
- Matric/Grade 12. Degree/ National Diploma in Human Resources Management/ Public Administration/ Commercial practice (NQF Level 6/7 as recognised by SAQA). Relevant 3-5 years’ experience at supervisory level. Certificate in Human Resource Planning will be added as advantage. Valid driver’s License. Competencies/Knowledge/Skills: Computer Literacy. Good Communication skills (written and verbal) interpersonal relations. Policy development and analysis skills. Interpretation skills and analysis of reports and presentation skills. Deep knowledge of applicable legislation within the public service such as public regulations. Employment Equity Act, HR Planning strategic framework for the public service 2015 version and public service regulation. Knowledge of implementing policies and knowledge of analysing post and establishment information.


**ENQUIRIES**: Ms R Modisakeng Tel No: (018) 388 4818

**POST 09/196**: ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: H/S 41/20-21 (X1 POST)

Chief Directorate: Corporate Services
Directorate: Human Resource Management and Development

**SALARY**: R376 596 per annum (Level 09)

**CENTRE**: Head Office (Mmabatho)

**REQUIREMENTS**

**DUTIES**: Implement Individual Wellness program (physical wellness and psychosocial wellness). Implement Organisational Wellness Program and implement work-life balance program. Monitor and evaluate the impact of Employee Health and wellness Program (EHWP). Conduct EHWP research, analyse data and develop intervention program.

**ENQUIRIES**: Ms R Modisakeng Tel No: (018) 388 4818

**POST 09/197**: ASSISTANT DIRECTOR: HOUSING STATUTORY DODIES REF NO: H/S 42/20-21 (X2 POSTS)

Chief Directorate: Human Settlements Planning and Stakeholder Management
Directorate: Statutory Bodies Secretariat Support Services

**SALARY**: R376 596 per annum (Level 09)

**CENTRE**: Head Office (Mmabatho)

**REQUIREMENTS**
- Matric/Grade 12. Degree /National Diploma (NQF Level 6/7 as recognised by SAQA) in Public Administration. 3-5 year’s relevant experience as a Supervisor. Valid driver’s License. Competencies/Knowledge/Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy/ excellent with excel. High level of reliability. Basic written communication skills. Report/letter writing, working with spreadsheets and presentations. Ability to act with tact and discretion. Good grooming and presentation. Attention to details. Analytical. Math skills.

**DUTIES**: Provide Administrative duties to the North West rental Housing Tribunal Board. Monitor compliance and implementation of the Rental Housing Act and administer enforcement of rulings. Conduct consumer education on the activities of the North West Rental Tribunal. Prepare reports on claims of members of the Tribunal.
liaise with key stakeholders and establish rental information offices in various municipalities. Management of Human Resource.

ENQUIRIES : Ms T Phetlhu Tel No: (018) 388 5241

POST 09/198 : ASSISTANT DIRECTOR-DEEDS REF NO: H/S 43/20-21 (X1 POST)
Chief Directorate: Human Settlements Development
Directorate: Housing Subsidy Management

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12. Degree/National Diploma (NQF Level 6/7 as recognised by SAQA) in Public Administration or any other relevant, equivalent qualification. 3-5 years’ experience in the Housing Environment. 2-3 years’ experience on HSS. Valid driver’s License. Competencies/Knowledge/Skills: knowledge of HSS System, Housing Development Policy & Acts, PFMA Regulations, Computer skills especially MS Excel, Report Writing Skills, Human Resource Management, Presentation skills, verbal and communication skills.

DUTIES : Monitor And Administer The Processing Of Title Deeds Claims. Co-Ordinate the Administration of Title Deeds. Liaise with Other Stakeholders Regarding Title Deeds, Handing Over, Township Establishment And Proclamation. Prepare And Update Title Deeds Report.

ENQUIRIES : Ms D Mokeke Tel No: (018) 388 1527

POST 09/199 : ASSISTANT DIRECTOR: TRANSFORMATION REF NO: H/S 44/20-21 (X1 POST)
Chief Directorate: Corporate Management Services
Directorate: Strategic Management Services

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office (Mmabatho)

DUTIES : Coordinate transformation activities and events that embrace diversity and change within the department. Facilitate departmental service Excellent and Service Delivery initiatives including SDIP, Service Charter and Standards. Coordinate the integration of Batho Pele Frameworks into department service delivery processes. Input on change and delivery management strategies.

ENQUIRIES : Mr M Magakwe Tel No: (018) 388 2272

POST 09/200 : ASSISTANT DIRECTOR: HOUSING SUBSIDY SYSTEMS REF NO: H/S 45/20-21 (X1 POST)
Chief Directorate: Human Settlements Development
Directorate: Housing Subsidy Management

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12. Degree/National Diploma (NQF Level 6/7 as recognised by SAQA) in IT, System Administration. Computer literacy, competence in Microsoft office suite (outlook, excel, PowerPoint and Word). 3-5 years’ experience at a supervisor level. Experience in housing subsidy systems. Valid driver’s License. Competencies/Knowledge/Skills: housing code and housing legislation. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. High level of reliability. Basic written communication skills. Report/letter writing, tact with spreadsheets and presentations. Ability to act with tact discretion. Good grooming and presentation. Attention to details. Analytical, math skills.


ENQUIRIES : Ms D Mokeke Tel No: (018) 388 1527

POST 09/201 : QUANTITY SURVEYOR TECHNOLOGIST REF NO: H/S 34/20-21 (X1 POST)
Chief Directorate: Human Settlements Planning and Stakeholder Management
Directorate: Human Settlements Planning Monitoring and Evaluation

SALARY : R363 894 – R392 283 per annum (OSD)
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<td>SALARY</td>
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<td>REQUIREMENTS</td>
<td>Matric/Grade 12. Bachelor of Technology in Engineering (B Tech) Degree. 3 – 5 years experienced in build industry. Registration with ECSA is compulsory. Valid driver’s license. Competencies/Knowledge/Skills: Project Management, Technical design and analysis, Knowledge of Research and Development, Computer aided engineering applications, Knowledge of building legal compliance, Technical report writing, Networking, Professional judgement.</td>
<td>Provide technological advisory services. Perform administrative and related functions. Research and Development.</td>
<td>Mr M Mashabane Tel No: (018) 388 5401</td>
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<td>POST 09/203:</td>
<td><strong>SENIOR FINANCIAL ACCOUNTANT (FINANCIAL SYSTEMS) REF NO: H/S 47/20-21 (X1 POST)</strong></td>
<td>Chief Directorate: Financial Managements Services</td>
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<td>SALARY</td>
<td>R316 791 per annum (Level 08)</td>
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<td>Head Office (Mmabatho)</td>
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<td>REQUIREMENTS</td>
<td>Matric/Grade 12. Degree/ National Diploma in Financial Management (with major in Accounting) (NQF Level 6/7 as recognised by SAQA). 2 – 5 years direct experience in a financial accounting environment. Valid driver’s License. Competencies/Knowledge/Skills: Knowledge of relevant prescripts, Computer literacy, Sound planning and organising skills, High level of reliability and commitment, Basic written and verbal communication skills, Excellent time management skills, Report writing skills.</td>
<td>Ensure that suspense accounts are cleared and reconciled. Ensure that BAS period closure is successful. Perform SYSCON functions in the absence of SYSCON, Record keeping and reporting.</td>
<td>Ms T Sewedi Tel No: (018) 388 3601</td>
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<tr>
<td>POST 09/204:</td>
<td><strong>SENIOR HOUSING SUBSIDY ADMIN REF NO: H/S 48/20-21 (X1 POST)</strong></td>
<td>Chief Directorate: Human Settlements Development</td>
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<tr>
<td>SALARY</td>
<td>R316 791 per annum (Level 08)</td>
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<td>CENTRE</td>
<td>Head Office (Mmabatho)</td>
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<td>REQUIREMENTS</td>
<td>Matric/Grade 12. Degree/National Diploma (NQF Level 6/7 as recognised by SAQA) in Public Administration or equivalent qualification. 2-5 years relevant experience. Valid driver’s License. Competencies/Knowledge/Skills: Good Communication Skills, Interpretation Skills and Problem Solving Skills. Computer Literacy, Knowledge of the Procedures of Receiving, Responding To and Managing Requests And Or Enquiries, Principles and Processes for Providing Good Customer Services, Knowledge of the Housing Subsidy System (HSS).</td>
<td>Ensure Awareness Sessions And The Correct Completion And Processing Of Housing Application Forms, Ensure Receipt And Process Of Housing Subsidy Applications Forms, Ensure Verification And Quality Assurance, Perform First Level Overrides, Ensure Filling, Scanning And Retrieval Of Subsidy Application Form.</td>
<td>Ms D Mokeke Tel No: (018) 388 1527</td>
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<tr>
<td>POST 09/205:</td>
<td><strong>SENIOR ADMIN OFFICER: HSS REF NO: H/S 49/20-21 (X2 POSTS)</strong></td>
<td>Chief Directorate: Human Settlements Development</td>
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<td>SALARY</td>
<td>R316 791 per annum (Level 08)</td>
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CENTRE: Head Office (Mmabatho)

REQUIREMENTS:
Matric/Grade 12. National Diploma (NQF Level 8 as recognised by SAQA) in Public Administration. 2 – 5 year’s HSS. Valid driver’s License. Competencies/Knowledge/Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy/ excellent with excel. Basic written communication skills. Report/letter writing, working with spreadsheets and presentations. Ability to act with tact and discretion. Good grooming and presentation. Attention to details. Analytical. Math skills.

DUTIES:

ENQUIRIES:
Ms D Mokeke Tel No: (018) 388 1527

POST 09/206:
ADMINISTRATION OFFICER: DEEDS REF NO: H/S 50/20-21 (X1 POST)
Chief Directorate: Human Settlements Development
Directorate: Housing Subsidy Management

SALARY:
R257 508 per annum (Level 07)

CENTRE:
Head Office (Mmabatho)

REQUIREMENTS:

DUTIES:
Authorize Captured Title Deeds Claims. Monitor the Verification Process of Title Deeds. Compile Title Deeds Register. Liaise with Municipalities, Regional offices, Conveyancers and Developers.

ENQUIRIES:
Ms D Mokeke Tel No: (018) 388 1527

POST 09/207:
ADMINISTRATIVE CLERK: DEEDS REF NO: H/S 51/20-21 (X4 POSTS)
Chief Directorate: Human Settlements Development
Directorate: Housing Subsidy Management

SALARY:
R173 703 per annum (Level 05)

CENTRE:
Head Office (Mmabatho)

REQUIREMENTS:
Matric/Grade 12. Degree/National Diploma (NQF Level 6/7 as recognised by SAQA) in Financial Management (with major in Accounting) or any other relevant, equivalent qualification. 0 year’s relevant experience in financial accounting environment. Valid driver’s License. Competencies/Knowledge/Skills: knowledge of HSS System, Housing Development Policy & Acts, PFMA Regulations, Computer skills especially MS Excel, Report Writing Skills.

DUTIES:

ENQUIRIES:
Ms D Mokeke Tel No: (018) 388 1527

POST 09/208:
UBSIDY ADMIN CLERK REF NO: H/S 52/20-21 (X6 POSTS)
Chief Directorate: Human Settlements Planning and Stakeholder Management
Sub-Directorate: Housing Subsidy Management

SALARY:
R173 703 per annum (Level 05)

CENTRE:
Head Office (Mmabatho)

REQUIREMENTS:
Matric/Grade 12 or equivalent qualification according to SAQA). Computer literacy.0 year’s relevant experience. Competencies/Knowledge/Skills: Good communication skills. Interpretation skills. Computer literacy.

DUTIES:
Completion of subsidy application forms. Registration of subsidy application forms. Editing of subsidy application forms. Administer declined captured subsidy application forms.

ENQUIRIES:
Ms D Mokeke Tel No: (018) 388 1527

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 ground floor: East Wing (Legislature entrance). Human Resource Management, Ga-rona Building, Mmabatho.

CLOSING DATE:
01 April 2021

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 New Z83 form (81/971431) obtainable from any Public Service Department. Applications should include certified copies (not older than 6 months) 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 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 and the evaluation certificate must be submitted with your application. 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 09/209 : DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF NO: NWP/OOP/2021/06

SALARY : R869 596 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, Skills and Competencies: Knowledge of human resource management legislation in the public service. 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 processes 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 09/210 : COMMUNICATION OFFICER REF NO: NWP/OOP/2021/07
Purpose: Provide an effective Marketing and branding Corporate Communication Strategy.

SALARY : R316 596 per annum (Level 08)
CENTRE : Mahikeng
REQUIREMENTS : 3 year appropriate tertiary qualification in Communications or Corporate Branding and Marketing at NQF level 6 and/or equivalent qualifications (NQF Level and Credits), 2-4 experience in Communications/ Corporate Branding and Marketing of which 1 year should be at supervisory level. Computer literacy in MS Word, MS Excel and PowerPoint. Valid Drivers’ license. The Incumbent must be willing to travel. Knowledge, Skills & Competencies: Knowledge of Corporate communication and marketing. Good communication skills, Report writing skills, facilitate skills, Coordinate skills, Conflict resolution, problem solving, project management skills, Leadership and presentation, Interpret and innovative thinking and Research skills.
DUTIES : Implement an effective Marketing and branding Strategy. Update internal notice boards, Coordinate internal events. Develop marketing flyers, Posters etc. Coordinate Website Content. Arrange Website Content Management Forum quarterly meetings, Communicate organisation’s activities. Enhance the reputation of the North West Government Corporate brand: Ensure that district offices are well branded, Coordinate the process of procuring branding, business cards, corporate
ENQUIRIES

POST 09/211 : RISK OFFICER REF NO: NWP/OOP/2021/08
Purpose: Provide support in organisational risk services and compliance audit.

SALARY : R316 596 per annum (Level 08)
CENTRE : Mahikeng
REQUIREMENTS : 3 year appropriate tertiary qualification at NQF level 6 and/or equivalent qualifications (NQF Level and Credits). 2-4 experience in Risk services and compliance audit of which 1 year should be at supervisory level. Computer literacy in MS Word, MS Excel and PowerPoint. Valid Drivers’ license. The Incumbent must be willing to travel. Knowledge, Skills & Competencies: Knowledge and understanding of Government policies, Knowledge of public sector risk management framework, Knowledge of risk management processes, Understanding of internal controls systems, Knowledge of corporate compliance, Knowledge of corporate governance, Knowledge information systems security. Technical skills, Decision-making skills, skills and Execution skills.

DUTIES : To support the development and annual review of risk management policy, strategy and risk management charters. Assist with coordination of risk identification, assessment and monitoring processes across the programmes. To support the coordination of risk identification, assessments and compliance audit for the office. Analyse transactions, internal reports and financial information for potential fraud risks, Maintain reports of significant risks and recommendations. Evaluate the effectiveness of the company’s internal control framework in addressing key risks and accomplishing of goals and objectives. Provision of technical support to the internal audit steering committee and risk management Committee: Provision of training and technical support to management and employees regarding risk management frameworks and processes. Liaise with internal Audit and External Audit on audit assignment, receive and file reports from external and internal auditors and monitor progress implementation against post audit action plans. Compile monthly, quarterly and annual reports including inputs to the Cluster Audit Committee reports.

ENQUIRIES : Mr TT Maotoe Tel No: (018) 388-5086

POST 09/212 : SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: NWP/OOP/2021/09 (X2 POSTS)
(Recruitment and Selection and Conditions of Service)
Purpose: To register and recruitment, selection and appointment and conditions of services and remuneration

SALARY : R316 596 per annum (Level 08)
CENTRE : Mahikeng
REQUIREMENTS : 3 year appropriate tertiary qualification in Human Resource Management or Public Administration at NQF level 6 and/or equivalent qualifications (NQF Level and Credits). 2-4 experience in Human Resource Management and Public Administration of which 1 year should be at supervisory level. Knowledge of PERSAL System. Computer literacy in MS Word, MS Excel and PowerPoint. Valid Drivers’ license. Knowledge, Skills & Competencies: Knowledge of Public Service Act, Public Service Regulations and Prescripts and Government Employees Pension Law, Training on PERSAL system, Knowledge of basic principles of HR Management, Knowledge of Performance Management System. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills.

DUTIES : Implement Recruitment, Selection and Appointment: Receive and acknowledge applications, Profile applications, Provide secretarial services and render advice during selection process. Administer transport claims of candidates, prepare short-listing and interviews reports and appointment letters. Process personnel suitability checks Process appointments and promotions on PERSAL System. Provision of conditions of service and Remuneration: Capture leave applications on PERSAL, process recognition of long service, grade progressions, acting and role playing allowance. Administer service terminations, Circulate assets and state liability forms, and conduct exit interviews. Compile pension withdrawal forms on GEPF
on-line system, process funeral claim benefits and Capture nomination of beneficiaries. Process transfers, relocations and movements.

**ENQUIRIES** :  
Mr PK Letebejana Tel No: (018) 388-3741