

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF HUMAN SETTLEMENTS**

- APPLICATIONS** : Applications must be forwarded for attention: The Director Human Resource Management, Department of Human Settlements, Private Bag X 2145, Mmabatho, 2735, hand deliver to 3366 Bessemer Street, Telkom Building, Industrial Site, Mafikeng or email address: HsJobs@nwpg.gov.za
- CLOSING DATE** : 15 October 2021, Time (15H00)
- NOTE** : Directions to Applicants: The Department of Human Settlements is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za> People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Department will be considered when filling these position. Applications must be completed using new Z83 Application Form, obtainable from any Public Service Department, and should include copy of ID, certificates and comprehensive CV with three contactable referees, copies of your educational qualifications. Such copies need not be certified when applying for the post. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Correspondence will be limited to short-listed candidates only. Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments at a venue and date determined by the Department The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks) and should have been vetted Top Secret or should be able to meet Top Secret vetting requirements within 6 months of assuming duties failing which the contract will be terminated. If you do not hear from the Department within three months from the date of the advertisement consider your application to be unsuccessful. The Department reserves the right not to fill the position.

MANAGEMENT ECHELON

- POST 34/285** : **HEAD OF DEPARTMENT: HUMAN SETTLEMENTS REF NO: H/S 53/20-21 (X1 POST)**
Chief Directorate: Head of Department
- SALARY** : R1 521 591 per annum Level 15, (All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs) plus 10% non-pensionable Head of Department allowance. (5 year fixed term Contract)
- CENTRE REQUIREMENTS** : Head Office (Mmabatho)
: An under graduate qualification NQF Level 7 and post graduate qualification (NQF level 8) in Public Administration, Management or Build environment, as recognized by SAQA. A minimum of 8 years of senior managerial experience of which at least three (3) years must be with any organ of state as defined by the Constitution, Act 108 of 1996. Competencies/Knowledge/Skills: Strategic capability and leadership; Programme and project management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer focus; Communication.
- DUTIES** : Reporting to the MEC for Cooperative Governance, Human Settlements and Traditional Affairs; the incumbent will provide strategic and operational support to the Office of the Executive Authority, Serve as the Accounting Officer of the

Department as prescribed in the Public Finance Management Act and Public Service Act, 1994. Provide strategic leadership to the Department and ensure the effective coordination, integration and implementation of Human Settlements Prescripts, Services and Programmes in the Province. Manage and Oversee Human Settlements projects and programs. Manage and oversee Housing Planning and Stakeholder Management Services. Liaise with and coordinate partnerships with other governmental, non-governmental institutions and other partners.

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

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 : 15 October 2021

NOTE : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department, and must include copies of qualifications, Identity document and drivers licence (where appropriate), a comprehensive CV with three contactable referees and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered and incomplete application will be disqualified (NB: All fields of the new Z83 form are compulsory). Late, faxed and e-mailed applications will not be considered. The successful candidates for the below positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications 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 has the right to not fill the position.

OTHER POSTS

POST 34/286 : **DEPUTY DIRECTOR: ORGANISATIONAL DESIGN REF NO: NWP/OOP/2021/31**

Job Purpose: To coordinate and facilitate the implementation of Organisational Design programmes in the NWPG departments

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

REQUIREMENTS : 3 year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 6 - 7 years' experience applicable to the relevant discipline of which 3 years should be at Junior Management level. Knowledge, Skills and Competencies: Knowledge of organisational development/design; Job evaluation system, procedure and methods study, Work processes and procedures, Organisational Design Toolkit, Public Service Act, Public Service Regulations. Good communication skills; Report writing skills; Planning and organising; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking; Research skills.

DUTIES : Coordinate, facilitate and monitor the design and development of strategic focus structure for all NWPG departments. Coordinate, facilitate and manage

		the Business process management and improvement. Coordinate and manage the implementation of policy, regulations, practices, directives and procedures. Coordinate and manage the assessment of functionality and capacity of the departments to deliver on their mandate.
<u>ENQUIRIES</u>	:	Mr. B.S Malwane Tel No: (018) 388 3707
<u>POST 34/287</u>	:	<u>DEPUTY DIRECTOR: PUBLICATION REF NO: NWP/OOP/2021/32</u> Job Purpose: To provide Public Information Services in the North West Provincial Government.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11), (all-inclusive package) Mmabatho 3 year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 6-7 years' experience applicable to the relevant discipline of which 3 years should be at Assistant Director level. Knowledge, Skills and Competencies: Journalism and media operations, knowledge of Public Service Regulations and Public Service Act, Media regulations, Government Publication policies and frameworks, Classification. Editing, sub editing and writing skills. Good personnel relations, Attention to detail, Honesty and professionalism.
<u>DUTIES</u>	:	Manage, edit and produce all government publications. Manage editorial content of all government publications. Develop and manage editorial policy of government publications.
<u>ENQUIRIES</u>	:	Mr. T.B Setswambung Tel No: (018) 388 5695
<u>POST 34/288</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL MONITORING AND EVALUATION SYSTEM REF NO: NWP/OOP/2021/33</u> Job Purpose: To provide support in developing and managing the implementation of Provincial Performance Monitoring and Evaluation Systems
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Mmabatho 3-year tertiary qualification in Information Systems or Statistics at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 3-5 years' experience in Monitoring and Evaluation; Data Analysis; Data Management; System Development and Management of which 2 years should be at supervisory level. Valid Driver's License. Knowledge, Skills and Competencies: Knowledge of System development and management; Statistical Data management; Knowledge of Quantitative and Qualitative Data Collection methods; DPME policies and protocols; Report writing, Public Service Regulations and Public Service Act and policies. Computer literacy skills in Excel, Word, PowerPoint, SPSS, STATA; Reporting skills; Good communication skills; Report writing skills; Planning and organizing; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking; Research skills. Experience in the functionality of the Provincial M&E Reporting System and DPME EQPRS will be an added advantage.
<u>DUTIES</u>	:	Provide support in developing and managing the implementation of Provincial Monitoring and Evaluation (M&E) System. To produce data and trend analysis. To facilitate Capacity Building plan and provide training on the implementation of Monitoring & Evaluation System and Initiatives. To facilitate data collection for Provincial Statistical Information Warehouse.
<u>ENQUIRIES</u>	:	Mr. BP Maboe Tel No: (018) 388 4042
<u>POST 34/289</u>	:	<u>SENIOR EMPLOYEE HEALTH & WELLNESS PRACTITIONER REF NO: NWP/OOP/2021/34</u> Job Purpose: To implement Employee Health and Wellness pillar programmes in the office of the Premier
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08) Mmabatho Bachelor's degree in Social Work or Psychology at NQF level 7 and/or equivalent qualification (NQF level and credits). Registration with South African Council of Social Service Professions (SACSSP) as Social Worker or Health Professions Council of South Africa (HPCSA) as Registered Counsellor. 2-4 years' relevant experience in employee health and wellness of which 1 year

should be at supervisory level. A valid driver's licence. Knowledge, Skills and Competencies: Knowledge of Employee Health and Wellness Strategy for the Public Service, and all its related Policies. Knowledge of OHS Act. Knowledge of NSP on HIV and AIDS 2017-2022. Counselling skills, problem solving and Decision making Skills, knowledge of computer, Interpersonal relationship, conflict resolution, project management, policy implementation, co-ordination and ability to chair a meeting. Verbal and written communication skills, presentation skills. Planning and organizing skills. Analytical and facilitation skills, team player.

DUTIES : Implement and ensure compliance on policies and standards that regulate EHW and report on them. Management of HIV & AIDS/TB in the office. Provide support on Wellness management aspects. Provide Health and Productivity management services to OOP employees. Provide support on Sports and Recreation Management. Manage Bereavement and Workplace Violence including Gender Based Violence. Manage the effective functioning of the EHW Committee. Marketing the role of the EHW. Conduct needs assessment, Manage the infected and affected employees regarding health and wellness matters. Provide treatment and care support mechanisms. Render direct EHW services to employees of the office. Consult and train relevant stakeholders on EHW procedures. Conduct diagnostic assessments, short-term interventions, referral and follow-up services.

ENQUIRIES : Ms. BC Maseng Tel No: (018) 388 3440

POST 34/290 : **SENIOR WORK STUDY OFFICER: ORGANISATIONAL DEVELOPMENT REF NO: NWP/OOP/2021/35**
Job Purpose: To render staff establishment, HR information and Human Resource Planning services.

SALARY R316 791 per annum (Level 08)

CENTRE Mmabatho

REQUIREMENTS : 3 year tertiary qualification at NQF level 6 and / or equivalent qualification (NQF level and credits) and PERSAL Establishment course (Persal Certificate/s must be attached). 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level Knowledge, Skills and Competencies: Establishment Control, Human Resource Plan, planning and organising; Compilation of management reports; Prescripts/policies: Public Service Act, Public Service Regulations. Good communication skills; Report writing skills; Planning and organising; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking; Research skills.

DUTIES : Develop and maintain personnel information systems and ensure establishment control. Monitor and provide reports on Human Resource Information. Develop integrated Human Resource Plan. Render secretariat function and administrative support for HR Plan Committee. Compile the Assessment of HR component.

ENQUIRIES : Mr. M Motswane Tel No: (018) 388 1045

POST 34/291 : **GEOGRAPHICAL INFORMATION SCIENCES (GIS) TECHNICIAN REF NO: NWP/OOP/2021/36**
Job Purpose: To research, design, implement and maintain an updated Provincial Spatial Data Warehouse and innovative Provincial Spatial Analysis.

SALARY : R311 859 - R510 189.per annum

CENTRE : Mmabatho

REQUIREMENTS : National Diploma or three year tertiary qualification in Geographical Information System and Computer Science/Geo-informatics at NQF level 6 or equivalent qualification (NQF level and Credits). Three years post qualification GIS and Data Analytics experience. Compulsory registration with SAGC as a GISc Technician. (Candidates must attach proof of registration and a letter from SAGC indicating that the candidate's registration is active). A valid driver's licence is compulsory. Knowledge, Skills and Competencies: Experience in data collection and processing, geo-database management, spatial analysis, python scripting. Experience in the use of ArcGIS software products including Geographic Information System web-services specifically ArcGIS online and Portal. Knowledge of current principles, practices, terminology, and trends in Geographic Information System usage. Knowledge of procedures, principles,

- and practices for the installation, configuration, upgrading, operation, and troubleshooting of Geographical Information System related hardware, software, and applications. Research and report writing experience.
- DUTIES** : Source spatial information from data custodians. Maintain and enhance the Provincial Spatial Data Warehouse. Develop and maintain spatial databases. Perform innovative Provincial spatial analysis and produce reports. Manage Geographic Information System web-services (ArcGIS online and Portal content) and configure dashboards. Coordinate/liase with provincial departments and municipalities regarding spatial data collection and update. Coordinate/liase with data custodians to follow quality assurance (QA) and quality control (QC) processes. Coordinate and promote the use of spatial information within the Office of the Premier and the Province at large.
- ENQUIRIES** : Ms. L Koza Tel No: (018) 388 2835
- POST 34/292** : **ADMINISTRATIVE OFFICER: PUBLIC PARTICIPATION REF NO: NWP/OOP/2021/37**
Job Purpose: To supervise the provision of Batho-Pele call center, presidential hotline and frontline service delivery.
- SALARY CENTRE REQUIREMENTS** : R257 508.per annum (Level 07)
Mmabatho
3 year tertiary qualification at NQF level 6 or equivalent (NQF level and credits). 2-3 years' experience applicable to the relevant discipline. Valid driver's licence and willingness to travel Knowledge, Skills and Competencies: Customer care and public administration; Understanding of national, provincial and local government structures and relations; Sound knowledge of community structures; Programme and project management; Computer literacy skills in Excel, Word and PowerPoint; Reporting skills; Creative thinking and analytical skills; Effective verbal and writing communication skills; Negotiation and facilitation skills, Interpersonal and cooperative team work; Data capturing; Time management
- DUTIES** : Monitor the provision of call centre and presidential hotline and frontline service delivery. Monitor the facilitation of the resolution of cases captured and referred to government institutions. Perform quality assurance on captured cases. Facilitate the service delivery intervention meetings.
- ENQUIRIES** : Enquiries: Ms. S.M Mandyu Tel No: (018) 388 2871

DEPARTMENT OF PUBLIC WORKS AND ROADS

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, in the Department through the filling of this post. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATION** : All Applications must be addressed to: The Head of Department, Public Works and Roads, Private Bag X 2080, Mmabatho, 2735, or hand deliver to Office no 160 First Floor, New Building - Old Parliament Complex, Modiri Molema Road, Mmabatho.
- FOR ATTENTION** : HRM Recruitment – Mr M.E. Khauoe.
- CLOSING DATE** : 15 October 2021 (Posted applications must have reached the Department by 15h30 p.m. otherwise they will not be considered)
- NOTE** : Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za> Compliance: Applications must be completed using new Z83 Application Form (fully completed), obtainable from any Public Service Department, and should include of Identical Document, Educational Qualifications and comprehensive Curriculum Vitae with three contactable referees. Applicants need not submit certified documents. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments at a venue and date determined by the Department. The successful candidate will enter into an annual performance agreement and annually disclose his/her financial interest.

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, qualifications and previous employment (Reference checks) and should have been vetted Top Secret or should be able to meet Top Secret vetting requirements within 6 months of assuming duties, failing which the contract will be terminated. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. NB: If you do not hear from the Department within three months from the closing date of the advertisement, consider your application to be unsuccessful. The Department reserves the right not to fill the position.

MANAGEMENT ECHELON

- POST 34/293** : **HEAD OF THE DEPARTMENT REF NO: H/O 04/2021**
(5 year fixed term Contract)
- SALARY** : R1 521 591 per annum, (All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs), plus 10% non-pensionable Head of Department allowance, SL15
- CENTRE** : Head Office - Mmabatho
- REQUIREMENTS** : Qualification and experience: An under graduate qualification (NQF Level 7) and post graduate qualification (NQF level 8) in Public Administration, Management or Build environment, as recognized by SAQA. A minimum of 8 years' of senior managerial experience of which at least three (3) years must be with any organ of state as defined by the Constitution, Act 108 of 1996. A valid driver's license. Competencies - Knowledge and skills: Strategic capability and leadership. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and Analysis. People management and Empowerment. Client orientation and Customer focus. Communication.
- DUTIES** : Reporting to the MEC for Public Works and Roads; the incumbent will provide strategic and operational support to the Office of the Executive Authority, Serve as the Accounting Officer of the Department as prescribed in the Public Finance Management Act and Public Service Act, 1994. Provide strategic leadership to the Department and ensure the effective coordination, integration and implementation of Public Works and Roads Prescripts, Services and Programmes in the Province. Provide Oversight and strategic guidance in the delivery and implementation of infrastructure, maintenance and technical portfolio support services as well as Immovable Asset Management projects and programs for Provincial Departments. Manage and oversee the implementation of Community Based Public Works Programme. Liaise with and co-ordinate partnerships with other governmental, non-governmental institutions and other partners.
- ENQUIRIES** : Ms NMG Mfikwe Tel No: (018) 388 2426