

**PROVINCIAL ADMINISTRATION: NORTH WEST PROVINCE
DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS-NORTH WEST**

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management: Department of Cooperative Governance and Traditional Affairs, Private Bag x 2145 Mmabatho, 2735 or hand delivered to Old Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex) for attention: Ms Nomathemba Serei Tel No: 018 388 3687 or Ms Ethelia Masibi Tel No: 018 388 3933
- CLOSING DATE** : 20 December 2021
- NOTE** : Directions to Applicants: The Department of Cooperative Governance and Traditional Affairs 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. Applications must be completed using New Z83 Application Form, obtainable from any Public Service Department, and should include a copy of ID, certificates and comprehensive CV with three contactable referees, Note: certified copies of your educational qualifications. Such copies need not to 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. Failure to submit the requested documents will result in your application not being considered. Successful SMS 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 competency assessment test generic managerial competencies using mandated DPSA SMS competency assessment tool 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. 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 43/225** : **CHIEF FINANCIAL OFFICER REF NO: COGTA 53/21-22**
Chief Directorate: Chief Financial Officer
- SALARY** : R1 251 183 per.annum (Level 14) all-inclusive remuneration package
- CENTRE** : Head Office (Mmabatho)
- REQUIREMENTS** : Matric/Grade 12. Bachelor Degree (NQF Level 7) in Financial Management/ Accounting, or any other relevant, equivalent qualification. Chartered Accountant CIMA qualification will be an added advantage as well as registration as a member of SAICA and or any other relevant profession. Ten (10) Years' experience in the financial management environment of which five (5) years must be at Senior Management level. Valid driver's Licence. Competencies: Understanding of applicable legislation and regulatory framework, Public Service Act, PFMA, MFMA and Treasury Regulations, Division of Revenue Act, Public Audit Act, Public Service Regulations, labour Relations Act. Communications Skills, Computer Literacy, Strategic leadership Capability, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation(SDI), Problem Solving and Analysis, People Management and

- Empowerment, Client Orientation and Customer focus. Intergovernmental, Policy formulation and analysis skills.
- DUTIES** : Oversee the provision of financial management services. Oversee the provision of Supply Chain Management services. Oversee the provision of effective internal control and compliance measures. Oversee and manage the budget, costing, reporting and internal control processes. Oversee and manage revenue, expenditure and financial reporting. Oversee the preparation and submission of the annual financial statements. Oversee and manage Departmental Audit processes. Management of Human Resource
- ENQUIRIES** : Ms M Lehoko, Tel No: (018) 388 2890

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** : 20 December 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 43/226** : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: NWP/OOP/2021/40**
 Job Purpose: To provide committee secretariat support to the Executive Council, it's EXCO Committees, North West Premier's council (NWPCC), Premier's Infrastructure Coordinating Committees (PICCOCO), Broader North West Coordinating Committee and Technical Cluster Committees in support of the functioning of the Cluster system.
- SALARY CENTRE REQUIREMENTS** : R744 255. per annum (11 Posts)(all-inclusive package)
 : Mmabatho
 : 3 years appropriate tertiary qualification at NQF level 6 and / or equivalent qualification (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: Knowledge of the operations of Executive Council and Cabinet system. Broad Knowledge and understanding of Government policies. Knowledge and understanding of the cluster system. Knowledge and ability to apply the prescript of the EXCO Procedural Manual. Minute taking and report writing. Ability to utilise the computer and related IT technology. Written language skills, with specific reference to the ability to clearly formulate minutes and correctly capture the essence of discussions.

Verbal Language skills with specific emphasis on ability to understand, communicate and write in English. People skills. Ability to conceptualize discussions and produce a concise yet accurate account of discussions and decisions. Strong organisational skills. Report writing. Good communication skills. Report writing. Planning and organising Facilitation skills. Coordination skills. Conflict resolution. Problem solving skills project management leadership skills. Presentation skills.

DUTIES : To render efficient and effective administration and secretariat service to EXCO, Extended Broader North West Coordinating Committee, EXCO Makgotla, NWPCC and Governance Cluster. To manage and monitor the implementation of decision and directives/resolutions. Provision of support to the Leader of Government Business and to manage the Provincial Government Cluster. Management of Human Resource. To maintain the record management in the Directorate within the guidelines and system established.

ENQUIRIES : Mr. B. Jonkers Tel No: (018) 388 3033

POST 43/227 : **DEPUTY DIRECTOR: INVESTIGATION REF NO: NWP/OOP/2021/41**
Job Purpose: To provide and coordinate comprehensive investigation management services in the NWPG

SALARY : R744 255. per annum (11 Posts)(all-inclusive package)

CENTRE : Mmabatho

REQUIREMENTS : 3 year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 6-7 years relevant experience of which 3 should be at Assistant director level. Knowledge, Skills and Competencies: Law of evidence, labour relations act, public service act, public service regulations, basic conditions of employment act, public finance management act and regulations, disciplinary code and procedure etc. Analytical and conflict management skills, interrogation and negotiation skills, communication and report writing skills, cross examination skills.

DUTIES : Investigation of allegations pertaining to financial mismanagement, fraud and corruption. Collaborate with relevant stakeholders on resolution and investigated cases. Develop and maintain database management system. Administration and Supervision.

ENQUIRIES : Ms. S. Mpehlo Tel No: (018) 388 4039

POST 43/228 : **ASSISTANT DIRECTOR: INVESTIGATION REF NO: NWP/OOP/2021/42**
Job Purpose: To Facilitate and coordinate comprehensive forensic management services

SALARY : R382 245.00 per annum (Level 09)

CENTRE : Mmabatho

REQUIREMENTS : 3 year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 3 - 5 years' experience applicable to the relevant discipline of which 2 years should be at supervisory level Knowledge, Skills and Competencies: Knowledge of criminal law, law of evidence, labour relations act, public service act, public service regulations, basic conditions of employment act, public finance management act and regulations, disciplinary code and procedures. Analytical and conflict Management skills; Presentation skills; Problem solving skills; Interrogation and negotiation skills; Communication and report writing skills cross examination skills.

DUTIES : Investigation of allegations pertaining to fraud, corruption and financial mismanagement. Administration. Conduct Advocacy training, monitoring and evaluation. Strategic Leadership.

ENQUIRIES : s. S. Mpehlo Tel No: (018) 388 4039

POST 43/229 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: NWP/OOP/2021/43**
Job Purpose: To provide optimal Human Resources Development in the Office of the Premier.

SALARY : R382 245. per annum (Level 09)

CENTRE : Mmabatho

REQUIREMENTS : 3 year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits) and training on PERSAL with personnel administration course as added advantage. 3 - 5 years' experience applicable to the relevant discipline of which 2 years should be at supervisory level.

		Knowledge, Skills and Competencies: Knowledge of HRD strategy; Prescripts: Public Service Regulations, HR policies and other related Acts, Skills Development Act and Skills Development Levies Act, National Skills Development Strategy, Employment Equity Act, Labour Relations Act and Public Service Act. Self-Management; Analytical; 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; Conflict resolution; managing personal and Career development in a responsible manner.
<u>DUTIES</u>	:	Development and implementation of HRD Strategies. Facilitate the development and implementation of Workplace Skills Plan. Facilitate the Implementation of Work Integrated, Internship and Learnership programmes. Management and administration of Bursary Programme. Management and coordination of Human Resources Development Forum. Management of Human Resources and perform other tasks in the Sub Directorate as may be delegated.
<u>ENQUIRIES</u>	:	Mr. T Ramara Tel No: (018) 388 5110
<u>POST 43/230</u>	:	<u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICE AND REMUNERATION (TRANSVERSAL) REF NO: NWP/OOP/2021/44</u> Job Purpose: To facilitate and monitor conditions of service and remuneration in the NWPG
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245. per annum (Level 09) Mmabatho 3 year appropriate tertiary qualification at NQF level 6 and/or equivalent qualifications. 3 years' experience applicable to the relevant discipline of which 2 years should be at Supervisory level. PERSAL training (certificates must be attached). Working experience of PERSAL and other Management Information Systems. Knowledge, Skills and Competencies: Management Information Systems (MIS), Expert knowledge of PERSAL System, Advanced knowledge of MS Excel, Analytical skills, Public Service Act, Public Service Regulations, Labour Relations Act, PFMA and Public Finance Regulations. Good Communication skills, Computer Skills, Report Writing skills, Problem Solving skills, Coordination, Planning & Organising skills. Ability to draw analytical management reports
<u>DUTIES</u>	:	Facilitate Maintenance of Personnel Information System. Facilitate the implementation of employee benefits and remuneration matters. Facilitate the implementation of compensation in respect of injuries on duty.
<u>ENQUIRIES</u>	:	Mr. S.M Bahula Tel No: (018) 388 3087
<u>POST 43/231</u>	:	<u>ASSISTANT DIRECTOR: ASSISTANT SYSTEM CONTROL & BANKING SERVICES REF NO: NWP/OOP/2021/45</u> Job Purpose: To ensure sound financial systems, accounting, reporting & banking services in the office.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245. per annum (Level 09) Mmabatho 3 year Diploma/Degree or equivalent qualification in relevant field. 3-5 years' experience applicable to the relevant field of which 2 years should be at supervisory level Knowledge, Skills and Competencies: PFMA; PSA; PSR; Computer literacy skills in Excel, Word, PowerPoint Reporting skills.
<u>DUTIES</u>	:	Administration of Bank account and bank reconciliation. Reconciliation and monitoring of assets & liabilities. Administration of debts in the office. Preparation of interim and annual financial statements. Verify the correctness and accuracy of the reports and provide narration where necessary. Regular verification of information on the Basic Accounting System. Ensure that Walker/BAS is reconciled and accurate before submission to Provincial Treasury. Print bank reconciliation certificate and ensure that it is signed by the Accounting Officer and relevant Senior Officials. Monthly maintenance of suspense accounts and ensure timeous submission to Provincial Treasury. Attend to all audit queries. Management of subordinates. Facilitate the provision of revenue services.
<u>ENQUIRIES</u>	:	Mr. OWB Koikanyang. Tel No: (018) 388 5043