

**PROVINCIAL ADMINISTRATION: NORTH WEST  
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, hand deliver to Cnr Provident Drive and University Drive, West wing 2<sup>nd</sup> floor Garona Building, Mmabatho or emailed to [HSjobs@nwpg.gov.za](mailto:HSjobs@nwpg.gov.za)
- CLOSING DATE** : 11 March 2022, Time (15H00)
- NOTE** : Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (fully completed), obtainable from any Public Service office and should be accompanied by the following documents: Copies of qualifications, identity document and drivers licence, such copies need not be certified when applying for the post. 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.

**MANAGEMENT ECHELON**

- POST 07/111** : **DIRECTOR: FINANCIAL ADMINISTRATION REF NO: H/S 01/22-23**  
Directorate: Financial Administration
- SALARY** : R1 057 326 per.annum (Level 13) (all-inclusive remuneration package)
- CENTRE** : Head Office (Mmabatho)
- REQUIREMENTS** : Matric/Grade 12. Bachelor Degree (NQF Level 7 as recognised by SAQA) in Financial Management/ Accounting/Internal control Management. Public Service Pre-entry certificate for SMS will be required before appointment. 5 years relevant experience Financial Management/ Accounting/ Internal Control/ Audit field at Middle Management/Deputy Director level. Valid driver's Licence. Competencies/Knowledge/Skills: In-depth knowledge and understanding of relevant legislation, prescripts and processes governing public service such as PFMA 1996, Treasury regulations, RAP, Labour relations Act, Financial manuals, and other relevant legislation and prescripts. Risk management & internal control methodologies and strategies. Knowledge of management and links of Government Financial Systems (BAS PERSAL and Walker). Strategic capability and leadership. Project Management. Financial Management and Accounting. Strong analytical and problem-solving skills. People management and empowerment. Computer skills.
- DUTIES** : Manage the Department's financial information systems. Manage the Department's revenue, debts and payments of creditors. Manage effective financial accounting services. Manage Department's financial planning, budgeting and reporting process. Ensure the development and maintenance of effective, efficient and transparent internal control and risk assessment/management of the unit. Management of staff performance and Perform ad hoc tasks as delegated by the CFO
- ENQUIRIES** : Ms T Sewedi Tel No: 018 388 3601

**POST 07/112** : **DIRECTOR: STATUTORY BODIES SECRETARIAT SERVICES REF NO: H/S 02/22-23**  
Directorate: Statutory Bodies Secretariat Support Services

**SALARY** : R1 057 326 per.annum (Level 13) (all-inclusive remuneration package)  
**CENTRE** : Head Office (Mmabatho)  
**REQUIREMENTS** : Matric/Grade 12. Bachelor Degree (NQF Level 7 as recognised by SAQA) in Public Administration/Law, LLB or any other relevant, equivalent qualification. Public Service Pre-entry certificate for SMS will be required before appointment. 5 years relevant middle management / Deputy Director level experience in Rental Housing / Tribunal environment. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of prescripts and processes available in the public service i.e. PFMA, Treasury Regulations, RAP, Labour Relations Act, In-depth knowledge of Housing Act, policies and practices. Knowledge of public serviced reporting procedures. In-depth knowledge of Rental Housing Act. In-depth knowledge of Housing consumer protection measures Act. In-depth knowledge of Rental Housing Regulations and practices. In-depth knowledge of prevention of illegal eviction and unlawful occupation of land Act 19 of 1998.Strategic capability and leadership. Programme & Project Management. Financial Management and people management skills. Change management skills. Client orientation and customer focus. Analytic skills. Facilitation skills

**DUTIES** : Manage the implementation of the rental housing Act in the province. Manage the promotion of the rental tribunal throughout the province. Manage and advice on complaints management process in respect of residential properties. Manage the effective utilisation of human and financial resources of the Directorate

**ENQUIRIES** : Mr T Phetlhu Tel No: 018 388 5560

#### **OTHER POSTS**

**POST 07/113** : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: H/S 03/22-23**  
Directorate: Human Resource Management and Development

**SALARY** : R744 255 per.annum. (Leve 11) (all-inclusive remuneration package)  
**CENTRE** : Head Office (Mmabatho)  
**REQUIREMENTS** : Matric/Grade 12. National Diploma/ Degree (NQF Level 6/7 as recognised by SAQA) in Human Resource Management/Management Services/Production Management/ Industrial Psychology/ Operations Management or any other relevant, equivalent qualification. 3-5 years relevant experience at Assistant Director level. Valid driver's Licence. Competencies/Knowledge/Skills: in-depth Knowledge of government prescripts, Job evaluation, Job description and Organisational design. Knowledge of application of Org Plus and Equate systems. DPSA directives and policies on OD and Job Evaluation Business Processes. Project management. Formulation and interpretation of policies. Sound organising and planning skills. Good communication skills. Computer literate, Problem solving and negotiation skills. Presentation skills. Leadership creativity. All management skills

**DUTIES** : Manage job evaluation processes. Manage the facilitation and development of job descriptions. Manage the development and review of organisational development interventions. Administer and develop delegations and delegations register. Management of staff performance and Perform ad hoc tasks as delegated by the Director

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

**POST 07/114** : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: H/S 04/22-23**  
Directorate: Human Resource Management and Development

**SALARY** : R744 255 per.annum. (Level 11) (All-inclusive remuneration package)  
**CENTRE** : Head Office (Mmabatho)  
**REQUIREMENTS** : Matric/Grade 12. National Diploma/Degree (NQF Level 6/7 as recognised by SAQA) in Human Resource Management /Public Management/Public Administration/Industrial relations or psychology. 3-5 years relevant experience at Assistant Director Level. Valid driver's Licence. Competencies/Knowledge/Skills: in-depth Knowledge, understanding and

		application of applicable legislation and regulatory framework such as: The constitution of South Africa 1996. Public Service Act 1994. Public Service Regulations 2016. Public Financial Management act 1996. Labour Relation Act; e.t.c. Knowledge and experience in the application of relevant legislation and prescripts applicable to the human resource management and development such as: Basic conditions of employment Act1997. Skills development Act. Employment Equity Act. Occupational Health and Safety Act 1998. White paper on transforming public services delivery, White paper Human resource management in public. Strategic Planning. Leadership skills. Communication skills. Conflict management. Financial management. Project Management. Policy Development. Computer literacy. Presentation skills.
<b><u>DUTIES</u></b>	:	Implementation of human resource practices and Administration. Develop and facilitate the implementations of human resource administration policies and procedure manual. Manage recruitment, selection and appointment of employees. Manage conditions of services, remuneration and employee benefits. Administer personnel records. Manage resources (Financial and human) with in the directorate
<b><u>ENQUIRIES</u></b>	:	Ms R Modisakeng Tel No: 018 388 4818
<b><u>POST 07/115</u></b>	:	<b><u>GRAPHIC DESIGNER REF NO: H/S 05/22-23</u></b> Directorate: Communications Management Services
<b><u>SALARY</u></b>	:	R32 543 per.annum. (Level 08)
<b><u>CENTRE</u></b>	:	Head Office (Mmabatho)
<b><u>REQUIREMENTS</u></b>	:	Matric/Grade 12. National Diploma/Degree (NQF Level 6/7 as recognised by SAQA) in Graphic Design and Multimedia. 2-5 years' experience in Graphic design and Multimedia. Competencies/Knowledge/Skills: Proficiency in Adobe CS5 design suite: Photoshop, Illustrator, Dreamweaver and InDesign. Proficiency in audio-visual and editing programmes: Adobe Premier Pro, after effects, Pro tools, Audacity.
<b><u>DUTIES</u></b>	:	Design and layout of communication material. Developing design briefs to produce new ideas and concepts. Archiving of designed communication material. Proofread to produce accurate and high quality work. Maintain corporate identity
<b><u>ENQUIRIES</u></b>	:	Mr A Pule Tel No: 018 388 1857
<b><u>POST 07/116</u></b>	:	<b><u>SENIOR HUMAN RESOURCE OFFICER: CONDITIONS OF SERVICES REF NO: H/S 06/22-23</u></b> Directorate: Human Resource Management and Development
<b><u>SALARY</u></b>	:	R321 543 per.annum. (Level 08)
<b><u>CENTRE</u></b>	:	Head Office (Mmabatho)
<b><u>REQUIREMENTS</u></b>	:	Matric/Grade 12. National Diploma/Degree (NQF Level 6/7 as recognised by SAQA) in Human Resource Management /Public Management/Public Administration or equivalent qualifications 2-5 years' experience. Persal certificate in Leave Administration and Persal Administration. Valid driver's Licence. Competencies/Knowledge/Skills: in-depth Knowledge of Persal system. Extensive knowledge of employee benefits. Knowledge of conditions of services. Knowledge of applicable HR legal prescripts and policies. Knowledge of Public Service Act and Public Service Regulations.
<b><u>DUTIES</u></b>	:	Administration of leave management. Administration of employee benefits and all terminations .Implement strategies and policies to meet the departmental needs. Advice employees on employee benefits related practices and procedures. Liaise with stakeholders (Employees and GPAA) Supervision of employees
<b><u>ENQUIRIES</u></b>	:	Ms R Modisakeng Tel No: 018 388 4818