

**PROVINCIAL ADMINISTRATION: NORTH-WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

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** : Kegomoditswe Makaota
- CLOSING DATE** : 01 April 2022 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). Applications should be accompanied by a recent updated comprehensive CV with at least three (3) names of referees with current contact details, 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. 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. 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 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/>. Appointment will be in line with Section 18.4 of the Civilian Secretariat for Police Service Act. 2011

MANAGEMENT ECHELON

POST 09/177 : **CHIEF DIRECTOR: PROVINCIAL CIVILIAN SECRETARIAT FOR POLICE SERVICE REF NO: 40/2021/22**
Five Years Fixed Term Contract of Employment
Chief Directorate: Provincial Civilian Secretariat for Police Service

SALARY : R1 269 951 per annum, the inclusive remuneration package consists of a basic salary, the state's contribution to the government employment pension fund, medical aid 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. Applicants must be in possession of an appropriate undergraduate qualification (NQF Level 7) as recognised by SAQA in Law/ Social Sciences/ Developmental Studies/ Public Administration or a related qualification, coupled with 5 years experience at Senior Management level. A Valid drivers license. Knowledge: Broad knowledge and understanding of Government policies and other relevant prescripts. In-depth knowledge of legislative prescripts governing the Safety and Security Sector. Adequate knowledge and understanding of the current National and Provincial legislation and policies applicable to the Public Sector, Crime Prevention Policy Practices and Criminal Justice Systems. Ability to conceptualise policy and apply it successfully. Knowledge of Monitoring and Evaluation methods, tools and techniques. Skills: Ability to interact professionally and effectively with diverse stakeholders (especially the Criminal Justice Cluster). Innovative, assertive and confident approach. Ample initiative and an independent work ethics, self motivated and reliable. Strategic capability and leadership, excellent reporting-writing, analytical thinking, decision –making and problem solving. Client orientated and customer focus and results driven. High level of communication and presentation. Ability to interact at both strategic and operational level. Valid driver's license. Computer literacy. Ability to work under pressure. Project management.

DUTIES : Work as an agent of change on the established Provincial Secretariat. Monitor and evaluate the implementation of policing policy in the Province. Evaluate and monitor police conduct in the Province. Develop and evaluate safety models and monitoring tools to ensure alignment and with the functions of the Civilian Secretariat. Assist the Civilian Secretariat with any monitoring and evaluation projects. Promote community police relations, establish and promote partnerships and manage the enhancement of community safety structure within the Province. Exercise financial responsibilities over the Provincial Secretariat. Oversee the identification and management of (actual and potential) risk factors and indicators pertaining to the achievement of the Provincial secretariat goals, including possible sources of risk and areas of impact. Develop and implement feasible scenarios to mitigate the impact. Manage the key performance areas of the managed.

ENQUIRIES : M Morule Tel No: 018 200 8001/09

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 : 01 April 2022

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 should include a copy of ID, copies of qualifications including Matric and comprehensive CV with three contactable referees and any other relevant documents. Such copies need not be certified when

applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the 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. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments. Incomplete Z83, Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised 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. For SMS posts in the Public Service no appointment shall be effected without the recommended candidate 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>. Candidates who previously applied for the re-advertised positions are encouraged to re-apply if they are still interested in the positions.

MANAGEMENT ECHELON

POST 09/178 : **CHIEF DIRECTOR: IKATISONG SCHOOL OF GOVERNANCE REF NO: NWP/OOP/2022/02**

Job Purpose: To manage and oversee the provision of Capacity Building, Curriculum Development and Human Resource Development Processes in the North West Provincial Government.

SALARY CENTRE REQUIREMENTS

: R1 269 951 per annum (Level 14), (all-inclusive package)
 : Mmabatho
 : Three-year appropriate tertiary qualification at NQF level 7 and/ or equivalent (NQF level and credits). Extensive and vast experience in Capacity Building, Curriculum Development and/ or Human Resource Development of which five years must be at senior management level. Knowledge, Skills and Competencies: Strategic capability and leadership, People Management and Empowerment, Programme and project management, Financial management, Change management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus and Communication. Sound knowledge and understanding of skills development prescripts; curriculum development policies; research policies and prescripts; training and capacity development; bursary, internship and learnership prescripts and policies; financial planning; management governance; Sound knowledge of strategic planning and reporting skills.

DUTIES

: The successful incumbent will be responsible for a wide variety of tasks which include, but limited to the following: The management and facilitation of the implementation of provincial skills development and capacity development programmes. Manage the development of curricula, The Monitoring, evaluation, research and quality assurance of training and learning interventions. Management of logistics, Financial and Human Resources in the Chief Directorate.

ENQUIRIES

: Mr. JT Mawelela Tel No: (018) 388 4443

POST 09/179

: **CHIEF DIRECTOR: EXECUTIVE SUPPORT & STAKEHOLDER MANAGEMENT SERVICES REF NO: NWP/OOP/2022/03**

(Re-advertisement)

Job Purpose: To manage the implementation of provision of executive support and stakeholder management services.

SALARY

: R1 269 951 per annum (Level 14), (all-inclusive package)

<u>CENTRE REQUIREMENTS</u>	:	Mmabatho
	:	Three-year appropriate tertiary qualification at NQF level 7 and/or equivalent (NQF level and Credits). Extensive and vast experience in the relevant field relating to executive support & stakeholder management of which five must be at senior management level. Knowledge, Skills & Competencies: Strategic capability and leadership, People Management and Empowerment, Programme and project management, Financial management, Change management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus and Communication. Sound knowledge of strategic planning; Monitoring and Evaluation; Transformation programmes; Report writing; Research; Financial Planning; Management & Governance; Service delivery innovation; Knowledge of economic and social development. Computer literacy skills in Excel, Word, PowerPoint and Reporting skills.
<u>DUTIES</u>	:	Manage the provision of administrative support services to the Director General. Manage the provision of administrative support and secretariat support services to the provincial executive council. Manage and coordinate the implementation of stakeholder management programmes. To Provide Management & Leadership in the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr. S.V.W Mbulawa Tel No: (018) 388 1596
<u>POST 09/180</u>	:	<u>CHIEF DIRECTOR: INTEGRITY MANAGEMENT REF NO: NWP/OOP/2022/04</u> (Re-advertisement) Job Purpose: To coordinate the implementation of Anti-Corruption Programme of action and Security Management Services.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 269 951 per annum (Level 14), (all-inclusive package)
	:	Mmabatho
	:	Three-year appropriate tertiary qualification at NQF level 7 and/or equivalent (NQF Level and Credits). Extensive and vast experience in security management services and/ or investigations of which five years must be at senior management level. Competencies: Strategic capability and leadership, People Management and Empowerment, Programme and project management, Financial management, Change management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus and Communication.
<u>DUTIES</u>	:	Coordination, development, implementation and monitoring and evaluation of Anti-Corruption, Forensic and Ethics Programme. Coordinate and monitor Provincial Security Administrative Services. Ensure coordination and Implementation of Provincial Security Management policies, processes and procedures.
<u>ENQUIRIES</u>	:	Mr. SB. Chuma Tel No: 018 388 3099
<u>POST 09/181</u>	:	<u>DIRECTOR: ICT CUSTOMER RELATIONS REF NO: NWP/OOP/2022/05</u> (Re-advertisement) Job Purpose: To Provide Customer Relations Services in the North West Provincial Government.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 073 187 per annum (Level 13), (all-inclusive package)
	:	Mmabatho
	:	A Bachelor's degree in Information Technology at NQF level 7 and/ or equivalent (NQF level and Credits). Extensive relevant experience of which five years must be at middle management level. Sound knowledge and understanding of ICT related prescripts and legislation. Knowledge, skills and Competencies: Strategic capability and leadership, People Management and Empowerment, Programme and project management, Financial management, Change management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus and Communication.
<u>DUTIES</u>	:	Management of the provision of ICT Support Services. Management of Information Technology Call Centre. Management of incident and problem management services. Management of customer communication. Management of provision of End User Support: Management of desktop support operations. Management of release and infrastructure changes. Management of information technology configurations and assets.

- ENQUIRIES** : Mr. SB Chuma Tel No: (018) 388 3099
- POST 09/182** : **DIRECTOR: RESEARCH AND EVALUATION REF NO: NWP/OOP/2022/06**
(Re-advertisement)
Job Purpose: To manage and coordinate Provincial Research Development, Evaluation and Innovation.
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive package)
CENTRE : Mmabatho
REQUIREMENTS : Honour's degree in Public Administration at NQF level 8 and/or equivalent (NQF level and credits). Master's degree will be an added advantage. Five years' experience in research and evaluation environment at middle management level. Sound knowledge of public service legislation. Sound knowledge of strategic planning. Monitoring and evaluation. Report writing. Research and analytical skills. Knowledge, skills and Competencies: Strategic capability and leadership, People Management and Empowerment, Programme and project management, Financial management, Change management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus and Communication.
- DUTIES** : Development and management of the Provincial Research Agenda. Identification, Commissioning and Undertaking of Provincial Research. Coordinate research innovation initiatives in the province. Foster partnerships with knowledge institutions. Institute and coordinate evaluation in the province.
- ENQUIRIES** : Mr. BP Maboe Tel No: (018) 388 4012
- POST 09/183** : **DIRECTOR: WOMEN AND CHILDREN COORDINATION AND MONITORING REF NO: NWP/OOP/2022/07**
Job Purpose: To mainstream the provision of integrated support regarding Women and Children's rights.
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive package)
CENTRE : Mmabatho
REQUIREMENTS : Three-year appropriate tertiary qualification at NQF level 7 and/ or equivalent (NQF level and credits). Extensive and vast experience in the relevant field relating Women and Children of which five years must be at middle management level. Knowledge, Skills and Competencies: Strategic capability and leadership, People Management and Empowerment, Programme and project management, Financial management, Change management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus and Communication. Sound and in-depth knowledge on Women and Children's Rights; International protocols and conventions the country has ratified. National legislation, policies and frameworks of Social development sector. Legislative framework governing the Public Service. PMFA. Gender and Children's Rights mainstreaming. High work ethic. Ability to work systematically & logically for extended hours under pressure, challenging and difficult circumstances. Ability to engage confidently at executive levels. Ability to work with difficult people. Self-management and self-discipline.
- DUTIES** : The capacity building and support of focal persons at all spheres of government to improve service delivery. The strengthening of institutional mechanisms to improve accountability regarding women & children's issues and to ensure adherence to international obligations. The promotion of awareness of women & children's rights. The analysis of statutes to address barriers to the implementation of policy in the province. The capturing of data and the facilitation of research activities to develop strategies and policies. The monitoring and evaluation of plans and programmes at all levels of government regarding their efficiency. The regular reporting on impact and challenges.
- ENQUIRIES** : Ms CN Modise Tel No: (018) 388 4000

- POST 09/184** : **DIRECTOR: SOCIAL COHESION AND MORAL REGENERATION REF NO: NWP/OOP/2022/08**
 Job Purpose: To coordinate and manage Social Cohesion, and Moral Regeneration programmes in the Province.
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive package)
 : Mmabatho
 : Three-year appropriate tertiary qualification at NQF level 7 and/or equivalent (NQF Level and Credits). Extensive and vast experience in the relevant field of which five years must be at middle management level. Knowledge, Skills & Competencies: Strategic capability and leadership, People Management and Empowerment, Programme and project management, Financial management, Change management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus and Communication. Sound knowledge of Government Prescripts/ legislation, Sound knowledge of strategic planning; Monitoring and Evaluation; Report writing; Research; Financial Planning; Management and Governance.
- DUTIES** : The coordination and management of Social Cohesion and Moral Regeneration programmes within the Province. The management and facilitation of partnerships with civil society, organised labour, business and donor organisations towards successful implementation of social cohesion and moral regeneration programmes. Monitoring and Evaluation of the efficacy of social cohesion and moral regeneration programmes, Management of logistics, financial and Human Resources within the directorate.
- ENQUIRIES** : Mr. EMS Matshe Tel No: (018) 388 3014/5
- POST 09/185** : **DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: NWP/OOP/2022/09**
 Job Purpose: To provide guidance and support on Organisational Development Programmes in the North-West Provincial Government.
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive package)
 : Mmabatho
 : Three-year appropriate tertiary qualification at NQF level 7 and/or equivalent (NQF Level and Credits). Extensive and vast experience in organizational development of which five years must be at middle management level. Knowledge, Skills & Competencies: Strategic capability and leadership, People Management and Empowerment, Programme and project management, Financial management, Change management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus and Communication. Sound knowledge of Prescripts/ legislation; Sound knowledge of strategic planning; Monitoring and Evaluation; Report writing; Research; Financial Planning; Management and Governance.
- DUTIES** : Coordinate and facilitate Human Resource Policy and Planning. Coordinate and facilitate the development and implementation of organizational design programmes in the North-West Provincial Government. Coordination, facilitation and implementation of Service Delivery initiatives and Change Management Programmes.
- ENQUIRIES** : Mr. BS Malwane Tel No: (018) 388 3707