

**PROVINCIAL ADMINISTRATION: NORTH WEST PROVINCE  
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** : 08 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 must include copies of qualifications including senior certificate, 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. Candidates who previously applied for the re-advertised positions are encouraged to re-apply if they are still interested in the positions.

**OTHER POSTS**

- POST 10/185** : **ASSISTANT DIRECTOR: PROVINCIAL MONITORING AND EVALUATION SYSTEM REF NO: NWP/OOP/2022/11**  
(Re-Advert)  
Job Purpose: To provide support in developing and managing the implementation of Provincial Performance Monitoring and Evaluation Systems
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 9)  
: 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 Drivers 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.
- DUTIES** : 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.  
Mr. BP Maboe Tel: (018) 388 4042
- ENQUIRIES** :
- POST 10/186** : **SENIOR PERSONNEL PRACTITIONER: HR POLICY AND PLANNING REF NO: NWP/OOP/2022/13**  
(Re-Advert)  
Job Purpose: To Facilitate and Monitor the development and implementation of Human Resource Strategies in provincial departments.
- SALARY** : R321 543.per annum (Level 8)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : 3 year appropriate tertiary qualification at NQF level 6 and/or equivalent (NQF level and credits). 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level. Knowledge, Skills and Competencies: Knowledge of HR Planning; Employment Equity Planning, Extensive knowledge of Public Service Act and Public service Regulations. Good communication skills; Report writing skills; Planning and organising; Presentation and Facilitation skills; Problem solving skills; Ability to interpret and apply policy; Analytical and innovative thinking; Research skills.
- DUTIES** : Coordinate the development and implementation of Human Resource Plans and Annual Human Resource Planning Implementation Reports by provincial departments. Coordinate the Assessment of Human Resource Components by provincial departments. Coordinate the development and implementation of Public Service and Administration Delegations by provincial departments. Coordinate the development and implementation of departmental Employment Equity and Transformation Frameworks Plans and Implementation Reports by provincial departments.
- ENQUIRIES** : Mr. M. M Sikokope Tel: (018) 388 5085
- POST 10/187** : **SENIOR WORK STUDY OFFICER: ORGANISATIONAL DEVELOPMENT REF NO: NWP/OOP/2022/14**  
(Re-Advert)  
Job Purpose: To render staff establishment, HR information and Human Resource Planning services.
- SALARY** : R321 543. per annum (Level 8)  
**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.M. Badimo Tel: (018) 388 5038
- POST 10/188** : **PERSONAL ASSISTANT TO DDG: INSTITUTIONAL DEVELOPMENT SUPPORT REF NO: NW/OOP/2022/15**  
(Re-Advert)
- SALARY** : R261 372. per annum (Level 7)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : A Bachelor's degree in Office Management and/ or equivalent (NQF Level and Credits). 3-5 years' experience in Office Management and/ or Administration. Knowledge, Skills and Competencies: Knowledge of Office Management/ Administration processes and procedures. Knowledge of Supply Chain Management processes and procedures. Computer Literacy in Excel, Word, Power point, Good Communications skills, Interpersonal relations, Good

**DUTIES**

telephone etiquette, Report writing skills, Sound Organisational Skills, High level of reliability and willingness to work extra honours.

: Provides a secretariat. Receptionist support service to the Executive Manager. Render administrative support services in the Office of Executive Manager. Manage the diary of the Executive Manager. Coordinate and Consolidate reports. Management and Administration of Office correspondence. Facilitate the procurement services for the Office of the Executive Manger. Preparation and writing of documents.

**ENQUIRIES**

: Mr T Chabane, Tel (018) 388 3414