

**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** : 22 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 driver's license (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.

**MANAGEMENT ECHELON**

- POST 12/165** : **PRINCIPAL STATE LAW ADVISOR: LP10 SPECIALIST LITIGATION REF NO: NWP/OOP/2022/16**  
(Re-Advert)  
Job Purpose: To provide and coordinate sound litigation, legislation and legal services in the provincial departments and the Office of the Premier.
- SALARY CENTRE REQUIREMENTS** : R1 304 436 - R1 979 127 per annum (OSD all-inclusive package)  
Mmabatho  
LLB / B Proc. At least 10 years' appropriate post qualification Legislation/ Litigation/ Advisory experience Admittance as an Attorney or Advocate. Experience in Public Service will be an added advantage Knowledge, Skills and Competencies: Display an extensive, in depth knowledge of a particular subject. Conduct research that will provide information and case law relevant to a specialised matter and present an opinion on how the specific case should be approached to obtain a desirable / justifiable outcome / result. Display in-depth knowledge to draft legal documents that pertain to a specialised field of law that motivates/ justifies a particular position pertaining to the case, also indicating the approach to be followed to ensure success in this regard. Display a superior knowledge and ability to conduct dispute resolutions in specialised fields of law and make awards and provide advice and guidance that is legally justifiable. Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client on possible course of action with reference to the client's instructions and legal entitlements pertaining to a specialised field of law. Document the advice given. Knowledge of Public service Act, Knowledge of Public service Regulations, Knowledge of Labour

- Relations, Knowledge of the PFMA, Knowledge of Public Finance Regulations, Knowledge of the Constitution, Knowledge of the State Attorney Act, and Knowledge of the Promotion of Admin Justice Act. Good Communications skills, Problem solving skills, Report writing skills, Computer skills, Coordination, Planning and Organizing Skills
- DUTIES** : The management of litigation support services, constitutionally sound legislation, provision of legal opinions and general legal advice. The performance of coordinating and evaluating and intervention in legal advisory services.
- ENQUIRIES** : Mr. GOB Ratshekana Tel No: 018 388 3058

#### OTHER POSTS

- POST 12/166** : **DEPUTY DIRECTOR: IT PLANNING AND ENTERPRISE ARCHITECTURE REF NO: NWP/OOP/17**

- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11) (all-inclusive package)  
: Mmabatho  
: A Bachelor's degree in Information Technology and/ or equivalent (NQF level and credits). 6-7 years' experience in information technology planning of which three (3) years must be at junior management level. Knowledge: Enterprise Architecture frameworks, especially Togaf 9.1, COBIT 5 and ICT International best practices. Skills: Advanced Computer literacy in Excel, Word, Power point, Report writing skills, Problem solving skills and Interpersonal relationship skills.
- DUTIES** : Development, coordinate implementation and monitoring of strategic and tactical IT plan in the North West Provincial Administration. The development of strategic and tactical IT plans for GITO. The development and management of an Enterprise Architecture capability for the North West Provincial Administration. Coordinate and Consolidate reports. Management of staff.
- ENQUIRIES** : Mr. C.C. Gabriel, Tel: (018) 388 4032

- POST 12/167** : **DEPUTY DIRECTOR: ICT SECURITY REF NO: NWP/OOP/2022/18**

- SALARY CENTRE REQUIREMENTS** : R744 255. per annum (Level 11) (all-inclusive package)  
: Mmabatho  
: A Bachelor's degree in Information Technology and/ or equivalent (NQF level and credits). 6-7 years' experience in information technology security of which three (3) years must be at junior management level. Knowledge: ICT Security standards, Network security, Checkpoint Firewall, Resource Access Control Facility and end point security management. Network penetration testing and techniques. Skills: Expertise in anti-virus, intrusion detection, firewalls and content filtering tools. Vulnerability and risk assessments. Report writing skills, Problem solving skills and Interpersonal relationship skills. Advanced Computer literacy in Excel, Word, Power point.
- DUTIES** : Develop, monitor and evaluate ICT security policies, plans and ICT security mechanisms. The identification, classification, monitoring and assurance of ICT security information assets. Identify and mitigate network vulnerabilities. Understanding business impact of patch management with the ability to deploy patches in a timely manner. Oversee ICT Security risk assessment and awareness programmes in Provincial Government Departments. Management of staff.
- ENQUIRIES** : Mr. M.D.A Matshidiso Tel No: (018) 388 4145

- POST 12/168** : **DEPUTY DIRECTOR: WOMEN AND CHILDREN COORDINATION AND MONITORING PROGRAMME REF NO: NWP/OOP/2022/19**

- Job Purpose: To coordinate and monitor the implementation of gender equality and women socio-economic empowerment policies, frameworks and programmes across all levels of government in the Province.
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11) (all-inclusive package)  
: Mmabatho  
: 3 year appropriate tertiary qualification at NQF Level 6 or equivalent qualification in Social Sciences, Public Management/Governance, Developmental Studies((NQF level and credits). 6-7 years' experience of which 3 years must be at junior management level. A valid driver's licence. Knowledge, Skills and Competencies. Knowledge of main policy frameworks on gender related matters/issues, legal prescripts governing the public service.

- Information Management, Monitoring & Evaluation Knowledge, Policy Development Knowledge and Personnel Management Knowledge. Computer literacy skills in Excel, Word, PowerPoint, Report writing skills, Communication Skills, Planning & Management Skills, Decision making skills, and Financial Management Skills. Ability to work and engage stakeholders at various levels and to work under pressure.
- DUTIES** : Coordinate the development of the Provincial Program of Plan of Action on Socio-economic Empowerment of Women. Analyse Departmental Annual Performance Plans to ensure gender mainstreaming. Monitor and assess the performance of sectors against the Provincial Program of Action. Compile and submit quarterly analytical reports on the overall provincial performance on gender mainstreaming. Coordinate the Provincial Gender-based Forum and other gender-related sector structures in the province. Liaise with national departments regarding gender-mainstreaming matters. Coordinate gender-based advocacy programs.
- ENQUIRIES** : MS. CN Modise Tel: 018 388 5078
- POST 12/169** : **DEPUTY DIRECTOR: COORDINATION OF DISABILITY RIGHTS REF NO: NWP/OOP/2022/20**  
Job Purpose: To coordinate and monitor the implementation of the White Paper on the Rights of Persons with Disability for integrated services to persons with disability across all levels of government in the Province
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11) (all-inclusive package)  
: Mmabatho  
: 3 year appropriate tertiary qualification at NQF level 6 or equivalent qualification in Social Sciences, Public Management /Governance, Developmental Studies (NQF level and credits). 6-7 years' experience of which 3 years must be at junior management level. Valid Driver's License Knowledge, Skills and Competencies: Knowledge of Disability Rights Policies, International Disability Rights Legal Instruments, Employment Equity Policies, Economic Empowerment Policies as well as legal prescripts governing the public service. Information Management, Monitoring & Evaluation Knowledge, Policy Development Knowledge and Personnel Management Knowledge. Computer literacy skills in Excel, Word, and PowerPoint. Reporting writing skills. Organizing and coordinating capabilities, coupled with strong interpersonal relationship skills and dealing with stakeholders at a strategic level, ability to work under pressure with multiple deadlines
- DUTIES** : Coordinate the development of the Provincial Program of Action on the White Paper on the Rights of Persons with Disability. Analyse Departmental Annual Performance Plan to ensure mainstreaming of the rights of persons with disability. Monitor and assess the performance of sectors against the Provincial Program of Action. Compile and submit quarterly analytical reports on the overall provincial performance on persons with disability rights. Coordinate the Provincial Disability-based Forum and other persons with disability sector structures in the province. Liaise with national departments on the rights of persons with disability matters. Coordinate persons with disability rights advocacy programs.
- ENQUIRIES** : MS. CN Modise Tel: 018 388 5078
- POST 12/170** : **SENIOR MAINFRAME OPERATOR REF NO: NWP/OOP/2022/21**  
Job Purpose: To provide and monitor storage backup environment in the NWPG
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)  
: Mmabatho  
: 3 year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications (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 information and communication technology, Infrastructure technologies, Configurations Software requirements, Network operating systems, Memory management and integration, Knowledge of methods, tools, equipment and material used in server equipment testing, repair and maintenance. Good Communication skills, Good telephone etiquette, Report writing skills, Computer skills. Problem solving skills, Project management, Leadership and presentation

**DUTIES** : To render mainframe operations and storage environment. Provide salary reports and documents distribution. Rendering of system availability. Implementation of procedures to improve mainframe performance. The provision of backup and restores.

**ENQUIRIES** : Mr. M.D.A Matshidiso Tel: (018) 388 4145

**POST 12/171** : **REPORTER: PUBLICATION REF NO: NWP/OOP/2022/22**  
Job Purpose: To inform and report effectively and efficiently to communities about programmes, activities and policies of government

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : 3 year diploma/degree or NQF level 6 equivalent in communication, Journalism or media studies (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: Computer literacy, Print and Social Media and Current Affairs awareness. Journalistic writing skills, Computer skills, Investigative and reporting skills, News gathering and interview skills

**DUTIES** : Promote access to government communication. Gather information, searching public records and other sources. Maintaining relations with a specific entity like the press, the government, communities or public sector. Writing marketing communications material. Coordinate the implementation of the communication strategy.

**ENQUIRIES** : Mr. V.P Ngesi Tel No: (018) 388 4212

**POST 12/172** : **SENIOR PROGRAMMER REF NO: NWP/OOP/2022/23 (X 2 POSTS)**  
Job Purpose: To develop, support and provide maintenance for applications

**SALARY** : R261 372. per annum (Level 7)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : 3 year appropriate tertiary qualification at (NQF level 6 and Credits) or equivalent. 2-3 years' experience applicable to relevant field. Knowledge, Skills and Competencies: Advanced web sites and web-based application systems design. Proficient in the use of web tools. Ability to work independently and under pressure. Problem and Incident management experience and knowledge. Business communication. Process modelling. Knowledge and skills in Public Service. Database querying and C#, ASP.net, HTML, CSS, Java script, programming SQL server database, SharePoint and project management Knowledge of MS Office Suite. Planning and organising; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Project management; Ability to interpret and apply policy; Analytical and innovative thinking; Research skills. Excellent interpersonal, communications

**DUTIES** : Transform Business Functional Requirements. Conduct Post Implementation Reviews. Provide support in the development of detailed specifications documents. Provision of support to users in selecting appropriate technical solutions. Execute ICT Project and Programmes – Program Changes

**ENQUIRIES** : Ms. B.V Bantsijang Tel: (018) 388 561

**POST 12/173** : **HARDWARE TECHNICIAN REF NO: NWP/OOP/2022/24 (X2 POSTS)**  
Job Purpose: To offer day to day ICT technical support to all users of NWP

**SALARY** : R261 372 per annum (Level 7)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : 3 year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications. 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level. Knowledge, Skills and Competencies: Knowledge of information and communication technology. Infrastructure technologies. Configurations Software requirements. Network operating systems. Memory management and integration. Knowledge of methods, tools, equipment and material used in server equipment testing, repair and maintenance. Good troubleshooting capabilities, experience in supporting Microsoft and Novell. Knowledge of Active Directory and Windows/Linux Operating systems. Good Communication skills. Good telephone etiquette. Report writing skills. Computer skills. Problem solving skills. Project management Leadership and presentation.

**DUTIES** : Support the provincial network infrastructure. Implementation of software, configuration and network changes (Release Management). Support the

desktop, printers and automation function. Offer Support for Mobile Devices Connectivity. Offer Support for Peripheral Devices  
Mr T.T Lesebane Tel No: (018) 388 4161

**ENQUIRIES**

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**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's. 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.***

**APPLICATIONS**

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All Applications must be addressed to: Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735 or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road. Mmabatho, 2735.

**FOR ATTENTION**

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HR Recruitment - Mr. M.E Khauoe.

**CLOSING DATE**

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19 April 2022 (Posted Applications must have reached the Department by 15h30 pm, otherwise they will not be considered)

**NOTE**

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Applications must be submitted by using New Amended Z83 Form (81/971431) as prescribed, all fields must be fully completed and compulsory to be signed, initialed and dated, to be considered, and is obtainable from any National or Provincial Departments, www.gov.za. A new Z83 form should be accompanied by the following required documents: ID copy, required qualifications, and comprehensive curriculum vitae with competencies – experience and with full names, addresses and telephone numbers of at least three names of contactable referees. All positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s). 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. All qualifications will be verified. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority, and must furnish this Department with an evaluation certificate. Candidates must indicate the post; center and reference number on the applications. Faxed and Emailed applications will not be accepted. Applications should be forwarded in time, since any applications received after the closing date will, as a rule not be accepted. The successful candidate(s) for the above position(s) will be required to undergo personnel suitability checks, will be subjected to security screening which include, criminal records, citizenship, financial credits, qualifications verification and vetting. The applicant previous employment background checks/reference checks will be verified through contactable referees. It will be expected of candidates to be available for interviews selection on a date, time and place as determined by the Department. The Department reserves the right not to make appointment. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. Candidates requiring additional information regarding advertised posts must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.

**OTHER POSTS**

**POST 12/174**

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**DEPUTY DIRECTOR: BUDGET CONTROL REF NO: H/O 01/2022**

**SALARY**

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R744 255 per annum (Level 11)(all-inclusive remuneration package)

**CENTRE**

:

Head Office - Mahikeng

**REQUIREMENTS**

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Qualifications and experience: National Senior Certificate plus a three (3)-year tertiary qualification (NQF 06) in Financial Management/Economics. Three 3-five (5) years relevant experience of which five (5) years must be in Management Accounting and of which three (3) years is at supervisory/management (Assistant Director) level. A valid driver's license. Knowledge: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, Good understanding of Public Finance Management Act (PFMA), Treasury Regulations and DORA, Programme/Project and Financial management, Departmental SCM policies

and regulations, Occupational Health and Safety Act (OHS). Skills: Ability to manage multiple projects, Excellent interpersonal & communication skills (written & verbal), A sound knowledge of Microsoft Office applications (Excel and Access are essential), Report writing skills, Presentation and report writing. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, Client orientated and customer focused, Solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

**DUTIES** : Manage the departmental management accounting, Develop; review and implement financial management systems, Procedures on planning, Budgeting and reporting. This entails managing the functions of financial planning, budgeting and Reporting, Analyses and quality assure the budget preparation process, Manage Infrastructure grants budget, Manage cash flow management. Provide advice and guidance to role players on the use of forecasting methods and tools, Undertake financial planning, budgeting and reporting work as required, Manage the roll-over, Adjustment estimates and virement processes, Prepare Appropriation statements. Compile monthly, quarterly and annual reports. Manage human resource and financial resource. Supervision of employees to ensure effective financial management services.

**ENQUIRIES** : Mr M.J Madienyane Tel No: (018) 388 1441

**POST 12/175** : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS AND HOUSING REF NO: H/O 03/2022**

**SALARY** : R470 040 per annum (Level 10)  
**CENTRE** : Head Office - Mahikeng  
**REQUIREMENTS** : Qualifications and experience: National Senior Certificate plus a three (3)-year tertiary qualification National Diploma or Bachelor's degree in property management or equivalent qualification backed by practical hands-on experience. Minimum two (2) – three (3) years relevant work experience of which two (2) years at a supervisory level in the management of residential properties at national, provincial or local sphere of government including private sector. A valid driver's license. Knowledge: Knowledge of all applicable legislation, policies and prescripts that apply to Property or Facilities Management i.e. Government Immovable Asset Management Act (GIAMA), In-depth understanding and knowledge of the Public Service, Government Systems and Operations, Public Finance Management Act, Treasury Regulations and its application, Departmental SCM policies and regulations, Exposure to contract negotiations and administration. Skills: Good communication skills (written & verbal), A sound computer literacy knowledge in Microsoft Word - Excel, Presentation and report writing skills, Good organizational and planning skills, Conflict resolution skills, High level of computer literacy. Personal Attributes: Proactive and analytical skills, Problem solving skills, Interpersonal relations management, Preparedness to travel extensively. The incumbent must be assertive and self-driven, innovative and creative, Client orientated and customer focused, Ability to work independently and under pressure towards predetermined deadlines, Ability to maintain high levels of confidentiality.

**DUTIES** : Managing the provision of state owned residential properties and update data base. Managing the allocations and facilitating securing of leased premises and their contents, and make sure that the premises are habitable. Liaising with Directorate Legal support services and represents the Department in the Housing Tribunal. Office Administration. Personnel Management and administration of the unit. Ensure compliance with policies and procedures, Liaise with customers, stakeholders and suppliers, Compile monthly, quarterly and annual reports. Manage the performance of the unit and supervise staff within the unit.

**ENQUIRIES** : Mr. Jabulani Mathabela Tel: (018) 388 4632

**POST 12/176** : **ASSISTANT DIRECTOR: BUDGET CONTROL REF NO: H/O 02/2022**

**SALARY** : R382 245 per annum (Level 9)  
**CENTRE** : Head Office - Mahikeng  
**REQUIREMENTS** : Qualifications and experience: National Senior Certificate plus a three (3)-year tertiary qualification an appropriate recognized National Diploma/Bachelor's degree in Financial Management. Minimum of two (2) - three (3) years relevant experience in financial management and reporting of which two (2) years as a

supervisory level. A valid driver's license. Knowledge: Basic Accounting System (BAS) and Walker system, In-depth understanding and knowledge of the Public Service, Government Systems and Operations, Public Finance Management Act, DORA, Treasury Regulations and its application, Policies for the Expanded Public Works Programme and the National Youth Services, Departmental SCM policies and regulations, Working knowledge of the Basic Accounting System. Skills: Report writing skills, Numerical accuracy, Good interpersonal & communication skills (written & verbal), A sound computer literacy knowledge in Microsoft Word - Excel, Sound accounting skills, Presentation and report writing, Analytical and problem solving skills, Good organizational and planning skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, Client orientated and customer focused, Ability to work independently and under pressure towards predetermined deadlines, Ability to maintain high levels of confidentiality.

**DUTIES** : Assist with the preparation of the In-Year Monitoring Report, Assist with the preparation of the Adjustment Estimate, Correction of expenditure and revenue misallocations, Assist with the preparation of financial reports to management as well as reports to Provincial Treasury and the Legislature, Management of the cash flow management database, Analyze and quality assures the budget preparation process, Manage the Extended Public Works Programme (EPWP) incentive grand budget, Budget maintenance on the Basic Accounting System (BAS), Assist with the preparation of the Appropriation Statement and final virements for the Annual Financial Statements, Prepare and submit financial reports as per proper financial management system, Ensure compliance with policies and procedures, Liaise with customers, stakeholders and suppliers, Supervisor employees to ensure effective financial management services. Compile monthly, quarterly and annual reports. Manage human resource and supervision of employees to ensure effective financial management services.

**ENQUIRIES** : Mr. M.J Madienyane Tel No: (018) 388 1441

**POST 12/177** : **ASSISTANT DIRECTOR - ORGANISATIONAL STRUCTURING AND JOB DESIGN REF NO: H/O 05/2022**

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 9)  
: Head Office - Mahikeng  
: Qualifications and experience: National Senior Certificate plus a three (3)-year tertiary qualification Bachelor's degree or National Diploma in Management Services/Operations Management/Production Management/Industrial Organisational Psychology/Human Resource Management. Work Study and Job Evaluation Certificates will be an added advantage. Minimum of two (2) – three (3) year's relevant experience in Organisational Development and Job Evaluation environment of which two (2) years should be at supervisory level. A valid driver's license. Knowledge: Knowledge of Organisational Development, the Public service Act and Public Service Regulations, Ministerial Directives and government transformation imperatives, Knowledge of Operations Management Framework, Job Evaluation system, Job Description guide, Core, HR policies and Prescripts, Work-study techniques. Skills: Good Communication skills; Computer literate; 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 and Research skills.

**DUTIES** : Coordinate the development and implementation of the organizational structure. Coordinate and ensure the development of job descriptions. Provide job evaluation services and implementation of Ministerial directives on job grading. Coordinate and ensure the development of standard Operating procedures and business process mapping. Conduct work study investigations. Provide change management and service delivery mechanisms. Manage the performance and development of the unit.

**ENQUIRIES** : Ms. B.L. Nkopo Tel No: (018) 388 4250

**POST 12/178** : **SENIOR ADMIN OFFICER: RATES & TAXES REF NO: H/O 04/2022**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 8)  
: Head Office - Mahikeng  
: Qualifications and experience: National Senior Certificate plus a three (3)-year tertiary qualification National Diploma/Bachelor's degree in one of the

following: Real Estate, Property Studies, Local Government, Public Management, Public Finance, Accounting / Financial Management or any equivalent qualification backed by practical hands-on experience. Minimum of two (2) – three (3) years' relevant experience in property management environment within the public service (national, provincial & local government) involving the payment of rates and taxes management of which two (2) years at a supervisory level. A valid driver's license. Knowledge: Understanding of all applicable legislation. Municipal Property Rates Act of 2004 (MPRA), Municipal Financial Management Act (MFMA), Municipal Systems Act (MSA), Government Immovable Asset Management Act (GIAMA), Departmental SCM policies and regulations, Exposure to contract negotiations and administration. Skills: Good communication skills (written & verbal) and negotiations skills with stakeholders, A sound computer literacy knowledge in Microsoft Word - Excel, Presentation and report writing skills, Good organizational and planning skills, Conflict resolution skills, Personal Attributes: Problem solving skills, Interpersonal relations management, Preparedness to travel extensively, Client orientated and customer focused, Ability to work independently and under pressure towards predetermined deadlines, Ability to maintain high levels of confidentiality.

**DUTIES**

: Receiving invoices from municipalities and handle reconciliation of municipal accounts. Preparation of property rates payment schedules before payment process. Provide municipalities with remittances and liaising with municipalities on outstanding queries. Conduct visits to municipalities for collection of invoices where there is a delay. Conduct regular visits to municipalities for allocation of accounts. Prepare both monthly, quarterly expenditure reports and comprehensive report. Filling of invoices and other documents for record and audit purposes. Arrange meetings with municipalities, attend meetings, take minutes and provide feedback. Provide general office and administrative work and supervise staff within the Unit.

**ENQUIRIES**

: Ms. N. Nthutang Tel: (018) 388 4595