

**PROVINCIAL ADMINISTRATION: NORTH-WEST
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 July 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit Z83 and detailed Curriculum Vitae with three contactable referees. 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. 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 21/728**: **DEPUTY DIRECTOR: PERFORMANCE MONITORING AND REPORTING
REF NO: NWP/OOP/2022/25**

Job Purpose: To Coordinate Provincial Performance Monitoring and Reporting in the NWPG

SALARY

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

CENTRE

: Mmabatho

REQUIREMENTS

: Bachelor's degree/National Diploma in Public Administration/Public Management and /or equivalent qualification (NQF level and credits), 6-7 years' experience in Monitoring and Evaluation of which 3 years should be in Monitoring and Evaluation at junior management level (Assistant Director). Driver's license. Computer literacy. Knowledge: Knowledge of Public Service Act, Public Service Regulations, Labour Relations; PFMA, Public Finance Regulations, Framework for Managing Programme Performance Information, Framework for Government Wide Monitoring and Evaluation system, South African Statistical Quality Assessment Framework and Framework for the Development of Strategic plans and Annual Performance Plan (Strategic plans, APP, Operational Plans and Performance Agreements). Skills: The ideal candidate should have proven strategic capability and leadership; project and programme management; presentation skills, good communication skills, problem-solving; report writing, change management and management of diversity in a dynamic transformation and reforming environment.

DUTIES

: Institutionalize performance monitoring in the province. Monitoring and reporting on provincial performance. Develop Provincial Reporting guidelines.

Consult departments on the reporting guidelines for inputs. Develop reporting templates. Capacitate Departments on reporting templates. Develop and review Monitoring and Evaluation (M&E) Framework. Provide Feedback on Departmental performance during the quarterly forum. Quality assure reports in the eQPR system. Extract data from the system. Analyze and interpret data. Consolidate cluster reports (APP, provincial priorities). Attend Departments 'performance review sessions. Attend Departments' planning sessions. Conduct M&E skills audit. Develop M&E capacity building plan. Facilitate training in collaboration with provincial training centre. Facilitate M&E learning networks. Monitoring and Evaluation of capacity building programmes/ initiatives. Supervise human resources/staff.

ENQUIRIES

: Ms. P.B. Kgoroba Tel No: (018) 388 573

POST 21/729

: **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: NWP/OOP/2022/26**
(Re-advertisement)

Job Purpose: To provide committee secretariat support to the Executive Council, it's EXCO Committees, North West Premier's council (NWPPCC), Premier's Infrastructure Coordinating Committees (PICOCO), Broader North West Coordinating Committee and Technical Cluster Committees in support of the functioning of the Cluster system.

SALARY

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

CENTRE

: Mmabatho

REQUIREMENTS

: 3 years appropriate tertiary qualification at NQF level 6 and / or equivalent qualification (NQF level and credits).6-7 year's relevant experience applicable to minutes/report writing 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. Planning and organising Facilitation skills. Coordination skills. Conflict resolution. Problem solving skills project management leadership skills. Presentation skills.

DUTIES

: Render efficient and effective administration and secretariat service to EXCO, EXCO Makgotla, NWPPCC and Governance Cluster. Manage and monitor the implementation of decisions and directives/ resolutions. Provision of support to EXCO secretariat and Manage the Provincial Government Cluster. Management of Human Resources. Maintain the record management in the Directorate within the guidelines and system established.

ENQUIRIES

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

POST 21/730

: **DEPUTY DIRECTOR: DIRECTOR-GENERAL SUPPORT REF NO: NWP/OOP/2022/27**
(Re-advertisement)

Job Purpose: To Coordinate the Provision of Administrative Support Services to the Director-General's office.

SALARY

: R744 255 per annum (Level 11), (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 applicable to the relevant discipline of which 3 years should be at Junior Management level. Experience in the executive Office environment will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge and understanding of Government policies; Knowledge of computer, Basic knowledge of financial administration, Good telephone etiquette, Good communication skills, Problem solving skills. Research Skills. Computer literacy. Self-management, Ability to act tact and to do research and analyse documents and situations. Ability to work under pressure.

- DUTIES** : Coordination of administrative support to the Director-General. Coordination of secretariat support to the Director-General meetings. Coordination of liaison with all spheres of government on provincial administration issues. Management of administrative activities in the Office of the Director-General. Write reports. Provide secretariat services to senior and executive management meetings.
- ENQUIRIES** : Mr. M. I Tselangoe Tel No: (018) 388 4276
- POST 21/731** : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: NWP/OOP/2022/28**
Job Purpose: To facilitate and coordinate financial planning, monitoring and reporting processes.
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive package)
Mmabatho
- DUTIES** : 3 year appropriate tertiary qualification at NQF level 6 with Accounting and Auditing as major subjects and/ or equivalent qualifications (NQF level and credits). 6 - 7 years' experience applicable to the relevant discipline of which 3 years should be at Junior Management level. Completion of SAICA articles is an added advantage for this position. Ability to work extended hours, under pressure and meet deadlines. Minimum understanding of labour relations Act and code of conduct within public service. Knowledge, Skills and Competencies: Knowledge on treasury regulations; PFMA, NT guidelines and budget cycle. Computer literacy skills in Excel, Word, PowerPoint, Reporting skills, Vulindlela, Budget Formulation, Basic Accounting System (BAS) and Standard Chart of Accounts (SCOA), Problem solving, Analytical and numerical skills, Research and analysis and Strategic Planning.
- DUTIES** : Development of policies and procedures in relation with budgeting. Conduct medium and long term financial planning in line with the MTEF processes. Compilation of budget estimates, monthly forecasting, project planning and produce adjusted cash flow. Manage and monitor on expenditure trends. Coordinate the development of procurement plan and demand plan and manage the related performance effectively. Compilation of inputs for preparation of financial statements. Provision of training on budget management in the Office.
- ENQUIRIES** : Ms. T.M Mooketsi Tel No: (018) 388 4043
- POST 21/732** : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT REF NO: NWP/OOP/2022/29**
Purpose: To facilitate and evaluate the implementation of Human Resource Development initiatives by North-West Provincial Government (NWPG) Departments
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
Mahikeng
- DUTIES** : 3 year appropriate tertiary qualification at NQF level 6 and/or equivalent qualification (NQF level and credits). 3 – 5 years' relevant experience applicable to the relevant discipline of which 2 years should be at supervisory level. Computer literary in MS Word, MS Excel and PowerPoint. Valid Drivers' license. Knowledge, Skills & Competencies: Knowledge of training needs assessment process and techniques. Knowledge of the principles and methods of curriculum and training design, teaching and instruction for individuals and groups, the measurement of training effects. Techniques and procedures for occupational education and training, simulation training, assessments, moderation and adult centred facilitation. Knowledge of SAQA unit standard development processes and related procedures. Administrative and Clerical procedures and systems such as word processing, managing files and records, designing forms, & other Office procedures and terminology. Education and Training quality assurance processes and procedures. Analytical research. Technical communication; Interpersonal; Leadership; Presentation & facilitation Adult learning; Report writing; Computer skills; Technical skills; Research skills; Analytical skills. Planning & execution; Flexibility; Interpersonal Relations; Integrity; Reliability; Honesty; Loyalty; Responsiveness.
- DUTIES** : Monitoring of compliance of training programmes with relevant legislation. Facilitation, coordination and development of departments workplace skills plans and Human Resource Development (HRD) implementation Plans.

Facilitation and monitoring of the implementation of the workplace skills plans and HRD Implementation Plans across the NWPG. Compilation of workplace skills plan reports in line with Sector Education and Training Authority (SETA) Requirements. Facilitation and implementation of skills development programmes. Facilitation of the Provincial Skills Development Facilitators Forum.

ENQUIRIES : Ms. T.E Tlhale Tel No: (018) 388 1076

POST 21/733 : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: NWP/OOP/2022/30**
(Re-advertisement)
Purpose: To facilitate and monitor the implementation of collective bargaining process in the NWPG

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Mahikeng
: 3 year appropriate tertiary qualification in Labour Relations at NQF level 6 and/or equivalent qualification (NQF Level and Credits). 3-5 years relevant experience in labour relations matters of which 2 years supervisory level. Computer literary in MS Word, MS Excel and PowerPoint. Valid Drivers' license. The incumbent must be willing to travel. Knowledge, Skills & Competencies: Extensive knowledge in Public service labour relations policies, prescripts, practices and related fields, knowledge of Labour Legislation Research Methodology, Dispute resolution, Project Management, Training in presentation and facilitation skills, Human Resource Management, Managing Performance and Supervision. Ability to work under pressure, good verbal and writing skills, ability to negotiate, develop and management of related projects.

DUTIES : Coordinate meetings of the provincial Labour Relations Practitioners' forums. Provide support to the departments in matters involving conflicts and/ or disputes. Generate opinions and/ or advice as requested by departments or when the need arises. Conduct mediation, facilitation in pursuit of either preventing conflict or managing them. Disseminate contemporary labour relations information including landmark courts judgement as handed down by courts. Ensure departmental compliance with collective agreements, applicable legislation and policies. Provide advisory services to Heads of Department, supervisors and employees across the Departments.

ENQUIRIES : Mr D.M Kgame Tel No: (018) 388-3617 or BS Malwane Tel No:(018) 388-371

POST 21/734 : **SENIOR WORK STUDY OFFICER: ORGANISATIONAL DEVELOPMENT REF NO: NWP/OOP/2022/31**
Job Purpose: To render staff establishment, HR information and Human Resource Planning services.

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Mmabatho
: 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 : The development and maintenance of personnel information systems and ensure establishment control, Maintenance and updating the departmental organisational structure, Development of establishment and PERSAL structure, Alignment of the organisational structure with budget structure, Provision of vacancy management and information, Monitor staff establishment performance and reporting, Manage information on vacancy rate. The monitoring and provision of reports on Human Resource Information, Keep statistics of HR functional matters and prepare presentations, Serve the DPSA website for latest information and globalise to staff, Monitor effective use and control of HR information systems, Establish and maintain HR information data base, Facilitate HR information analysis, packaging and dissemination.

Develop integrated Human Resource Plan, Conduct Human Resource Audit (Workforce profile), Monitor and evaluate the implementation of integrated Human Resource Plan, Conduct environmental scanning, Analyse and compare the existing strategic objective of the department with the findings, Invite inputs from the Programme Manager's on the review of the Human Resource Plan, Analyse inputs and advise accordingly, Draft Human Resource Plan, Prepare submission of completed Human Resource Plan for approval, Compile Annual Human Resource Planning Implementation Report, Keep and maintain data through computerised staff establishment. Render secretariat function and administrative support for HR Plan Committee, Coordinate HR planning committee meetings, Render secretariat services during the meeting, Produce the minutes, and Keep records of the proceedings. Compilation of the Assessment of HR component, Gather relevant information from various stakeholders, Consolidate the information, Arrange committee meeting for assessment and Capture inputs during the assessment meeting.

ENQUIRIES

: Mr. M.M. Badimo Tel No: (018) 388 5038

POST 21/735

: **ADMINISTRATIVE OFFICER: BURSARY LEARNERSHIPS AND INTERNSHIP PROGRAMMES REF NO: NWP/OOP/2022/32 (X2 POSTS)**
 Purpose: To facilitate the implementation of Provincial Bursary policy; International Scholarships; Learnerships and Internship programmes

SALARY CENTRE REQUIREMENTS

: R261 372 per annum (Level 07)
 : Mahikeng
 : 3 year appropriate tertiary qualification at NQF level 6 and/or equivalent qualification (NQF level and credits). 3 – 5 years' relevant experience applicable to the relevant discipline of which 2 years should be at supervisory level. Computer literary in MS Word, MS Excel and PowerPoint. Valid Drivers' license. Knowledge, Skills & Competencies: Knowledge of Provincial Bursary Policy; Management of human resources; Management of human and financial resources; Quality of work; Acceptance of responsibility; Knowledge on bursary administration and scholarships programmes; Good communication and report writing skills; Administrative and clerical procedures such managing files and records, designing forms, & others; Understanding of the Public Service Regulations; Constitution of the Republic of South Africa; The Public Service Act, 1994; Batho Pele principles; Labour Relations Act; NDP; The (PFMA) Public Financial Management Act; Employment Equity Act; Skills Development Act; Performance Management & Development System; Skills Development Levy Act; Good communication skills; Report writing skills; Planning, control and organising; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Analytical and innovative thinking; Computer literacy; Time management; Technical skills; Interpersonal; Flexibility; Initiative.

DUTIES

: Facilitate the implementation of the Provincial Bursary Policy. Facilitate implementation of International Scholarships Programmes. Facilitate implementation of Learnership / apprentices programmes. Assessment of academic performance, interpretation of results and provide remedial recommendations.

ENQUIRIES

: Ms. T.E Tlhale Tel No: (018) 388 1076

POST 21/736

: **ADMINISTRATIVE CLERK: BURSARIES, LEARNERSHIPS AND INTERNSHIP PROGRAMMES REF NO: NWP/OOP/2022/33**
 Job Purpose: To Implement Provincial Bursary policy; International Scholarships; Learnerships and Internship programmes.

SALARY CENTRE REQUIREMENTS

: R176 310 per annum (Level 05)
 : Mmabatho
 : 1–2-year National Higher Certificate at NQF level 5 and /or equivalent qualification (NQF Level and Credits).1-2 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of Provincial Bursary Policy; Management of human resources; Management of human and financial resources; Quality of work; Acceptance of responsibility; Knowledge on bursary administration and scholarships programmes; Good communication and report writing skills; Administrative and clerical procedures such managing files and records, designing forms, & others; Understanding of the Public Service Regulations. Constitution of the Republic of South Africa; The Public Service Act, 1994; Batho Pele principles; Labour Relations Act;

- NDP; The (PFMA) Public Financial Management Act; Employment Equity Act; Skills Development Act; Performance Management & Development System; Skills Development Levy Act. Good communication skills; Report writing skills; Planning, control and organising; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Analytical and innovative thinking; Computer literacy; Time management; Technical skills; Interpersonal Flexibility and Initiative.
- DUTIES** : Distribution of bursary application forms; Implement International Scholarships Programmes; Implement Learnership / apprentices programmes; Assess bursars' academic performance through interpretation of results and provide feedback. Implement / provide student support services.
- ENQUIRIES** : Ms. T.E Tihale Tel No: (018) 388 1076
- POST 21/737** : **SUPPLY CHAIN MANAGEMENT: CLERK REF NO: NWP/OOP/2022/34**
Job Purpose: To coordinate and facilitate the provision of acquisition management services and minimum reporting processes.
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Mmabatho
REQUIREMENTS : 1–2-year National Higher Certificate at NQF level 5 and /or equivalent qualification (NQF Level and Credits).1-2 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge on the relevant legislation / policies / prescripts and standard operating procedures, basic knowledge on financial administration. Sound organisational Skills, Good people skills, Basic written communication skills.
- DUTIES** : Render demand and acquisition clerical support; Update and maintain a supplier (including contractors) database, Register suppliers on Logis or similar system, Request and receive quotations, Capture specification on the electronic purchasing system, Place order, Issue and receive bid documents, Provide secretariat or logistical support during the bid consideration and contracts conclusion process, Compile draft documents as required, Render logistical support services ,Place orders for goods, Receive and verify goods from suppliers, Capture goods in registers databases, Receive request for goods from end users, Issue goods to end users, Maintain goods register and Update and maintain register of suppliers.
- ENQUIRIES** : Mr. M. Mothibi Tel No: (018) 388 3391
- POST 21/738** : **ADMINISTRATIVE CLERK: DIRECTOR-GENERAL SUPPORT REF NO: NWP/OOP/2022/35**
(Re-advertisement)
Job Purpose: To render administrative and Clerical Support.
- SALARY** : R176 310.per annum (Level 05)
CENTRE : Mmabatho
REQUIREMENTS : 1-2 year National Higher Certificate at NQF level 5 and /or equivalent qualification (NQF Level and Credits).1-2 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge and understanding of government policies, knowledge of computer, good grooming and presentation. Self-management and motivation, knowledge on the relevant legislation / policies / prescripts and procedures, basic knowledge on financial administration. Good telephone etiquette, Sound organisational Skills, Good people skills, Basic written communication skills.
- DUTIES** : Provide general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services in the component. Provide financial administration support services in the component.
- ENQUIRIES** : Mr. M. I Tselangoe Tel No: (018) 388 4276