

**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** : 09 September 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 ONLY 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 will be required on or before the day of the interview following communication from HR. 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 31/372** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: NWP/OOP/2022/43**
Job Purpose: To manage and facilitate the provision of demand, acquisition and Logistics management services
(Re-advert)
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive package)
: Mmabatho
: 3 year appropriate tertiary qualification at NQF level 6 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. Knowledge, Skills and Competencies Knowledge of SCM prescripts and understanding of legislative framework of procedures within SCM. Knowledge of PFMA/ Treasury regulations, Knowledge of departmental policies, Knowledge of accounting principles and knowledge of financial system. Managerial skills, Analytical and ability to interpret and apply policies, People management and negotiation skills.
- DUTIES** : Develop and monitor the implementation of Supply Chain policies. Conduct demand management planning. Manage acquisition processes. Monitor Supply Chain Management risks and performance. Monitor contracts and open order accounts and supplier performance.

ENQUIRIES : Ms. T.M Mooketsi Tel No: (018) 388 4043/ Mr. M. Mothibi Tel No: (018) 388 3391

POST 31/373 : **SENIOR MAINFRAME OPERATOR REF NO: NWP/OOP/2022/21**
Job Purpose: To provide and monitor storage backup environment in the NWPG
(Re-Advert)

SALARY : R321 543 per annum (Level 08)
CENTRE : Mmabatho
REQUIREMENTS : 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 No: (018) 388 4145

**INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2023/2025
(24 MONTHS)**

APPLICATIONS : All 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 : 16 September 2022

NOTE : Applications will only be considered from unemployed South African citizens; aged between 18 and 35 years. Candidates who have already participated in an internship programme in any government department will not be considered. 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 ONLY 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. 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 and qualifications (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 will be required on or before the day of the interview following communication from HR. 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.

OTHER POSTS

- POST 31/374** : **ADMINISTRATION INTERNSHIP REF NO: NWP/OOP/2022/01 (X1 POST)**
Director General Support
- STIPEND** : ±R6 175.00 (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : National Diploma in Management Assistant / Administration / National Diploma in Administration / National Diploma in Office Administration /Bachelor of Administration / National Diploma in Office Management.
- ENQUIRIES** : Mr Tlou Ramara Tel No: 018 388 5110
- POST 31/375** : **ADMINISTRATION INTERNSHIP REF NO: NWP/OOP/2022/02 (X1 POST)**
CFO - Office
- STIPEND** : ±R6 175.00 (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : National Diploma in Management Assistant / Administration / National Diploma in Administration / National Diploma in Office Administration /Bachelor of Administration / National Diploma in Office Management.
- ENQUIRIES** : Mr Tlou Ramara Tel No: 018 388 5110
- POST 31/376** : **ADMINISTRATION INTERNSHIP REF NO: NWP/OOP/2022/03 (X1 POST)**
Branch - Planning Performance Monitoring Evaluation & Intervention
- STIPEND** : ±R6 175.00 (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : National Diploma in Management Assistant / Administration / National Diploma in Administration / National Diploma in Office Administration /Bachelor of Administration / National Diploma in Office Management.
- ENQUIRIES** : Mr Tlou Ramara Tel No: 018 388 5110
- POST 31/377** : **ADMINISTRATION INTERNSHIP REF NO: NWP/OOP/2022/04 (X1 POST)**
Chief Directorate: Corporate Management
- STIPEND** : ±R6 175.00 (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : National Diploma in Management Assistant / Administration / National Diploma in Administration / National Diploma in Office Administration /Bachelor of Administration / National Diploma in Office Management.
- ENQUIRIES** : Mr Tlou Ramara Tel No: 018 388 5110
- POST 31/378** : **ADMINISTRATION INTERNSHIP REF NO: NWP/OOP/2022/05 (X1 POST)**
Sub Directorate: Public Participation
- STIPEND** : ±R6 175.00 (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : National Diploma in Management Assistant / Administration / National Diploma in Administration / National Diploma in Office Administration /Bachelor of Administration / National Diploma in Office Management.
- ENQUIRIES** : Mr Tlou Ramara Tel No: 018 388 5110
- POST 31/379** : **STRATEGY AND PLANNING INTERNSHIP REF NO: NWP/OOP/2022/06 (X1 POST)**
Chief Directorate: Provincial Policy and Planning
- STIPEND** : ±R6 175.00 (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : Bachelor of Administration / Post Graduate Diploma in Planning, Monitoring and Evaluation.
- ENQUIRIES** : Mr Tlou Ramara Tel No: 018 388 5110
- POST 31/380** : **POLICY INTERNSHIP REF NO: NWP/OOP/2022/07 (X1 POST)**
Chief Directorate: Provincial Policy and Planning
- STIPEND** : ±R6 175.00 (Depending on qualification)

CENTRE REQUIREMENTS ENQUIRIES : Mafikeng
: Bachelor of Administration.
: Mr Tlou Ramara Tel No: 018 388 5110

POST 31/381 : **LABOUR RELATIONS INTERNSHIP NWP/OOP/2022/08 (X2 POSTS)**
Directorate: Human Resources Management

STIPEND CENTRE REQUIREMENTS ENQUIRIES : +R6 175.00 (Depending on qualification)
: Mafikeng
: National Diploma: Labour Relations.
: Mr Tlou Ramara Tel No: 018 388 5110

POST 31/382 : **ORGANISATIONAL DEVELOPMENT INTERNSHIP REF NO: NWP/OOP/2022/09 (X2 POSTS)**
Directorate: Human Resources Management

STIPEND CENTRE REQUIREMENTS ENQUIRIES : +R6 175.00 (Depending on qualification)
: Mafikeng
: National Diploma: Management Services / Public Management / Bachelor of Arts in Human Resources Management.
: Mr Tlou Ramara Tel No: 018 388 5110

POST 31/383 : **EMPLOYEE HEALTH & WELLNESS INTERNSHIP REF NO: NWP/OOP/2022/10 (X2 POSTS)**
Directorate: Human Resources Management

STIPEND CENTRE REQUIREMENTS ENQUIRIES : +R6 175.00 (Depending on qualification)
: Mafikeng
: Bachelor's degree in Psychology / Social Work.
: Mr Tlou Ramara Tel No: 018 388 5110

POST 31/384 : **HUMAN RESOURCES MANAGEMENT INTERNSHIP REF NO: NWP/OOP/2022/11 (X4 POSTS)**

STIPEND CENTRE REQUIREMENTS ENQUIRIES : +R6 175.00 (Depending on qualification)
: Mafikeng:
: Directorates: Human Resources Administration (X1 Post)
: Human Resources Development and Performance Management and Development Systems (X1 Post)
: Human Resources Practices and Administration (X1 Post)
: Ikatisong School of Governance (X1 Post)

REQUIREMENTS ENQUIRIES : National Diploma in Human Resources Management / Development/ National Diploma in Industrial and Organisational Psychology.
: Mr Tlou Ramara Tel No: 018 388 5110

POST 31/385 : **STRATEGIC PLANNING AND TRANSFORMATION INTERNSHIP REF NO NWP/OOP/2022/12 (X1 POST)**
Directorate: Strategic Planning and Transformation

STIPEND CENTRE REQUIREMENTS ENQUIRIES : +R6 175.00 (Depending on qualification)
: Mafikeng
: Bachelor of Commerce / Economics / Public Administration
: Mr Tlou Ramara Tel No: 018 388 5110

POST 31/386 : **ANTI-CORRUPTION & ETHICS / INVESTIGATION INTERNSHIP REF NO: NWP/OOP/2022/13 (X1 POST)**
Directorate: Provincial Anti-Corruption, Ethics and Investigation

STIPEND CENTRE REQUIREMENTS ENQUIRIES : +R6 175.00 (Depending on qualification)
: Mafikeng
: Bachelor of Laws (LLB) / Bachelor of Arts Risk Management / Bachelor of Commerce.
: Mr Tlou Ramara Tel No: 018 388 5110

POST 31/387 : **MEDIA RELATIONS / CORPORATE COMMUNICATION INTERNSHIP REF NO: NWP/OOP/2022/14 (X1 POST)**
Chief Directorate: Communication

STIPEND : ±R6 175.00 (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : Bachelor of Arts / National Diploma in Communication / Journalism.
ENQUIRIES : Mr Tlou Ramara Tel No: 018 388 5110

POST 31/388 : **MANAGEMENT ACCOUNTING/FINANCIAL ACCOUNTING & ADMINISTRATION INTERNSHIP REF NO: NWP/OOP/2022/15 (X1 POST)**
Directorate: Financial Accounting and Administration

STIPEND : ±R6 175.00 (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : Bachelor of Commerce Accounting / National Diploma Financial Management.
ENQUIRIES : Mr Tlou Ramara Tel No: 018 388 5110

POST 31/389 : **RISK MANAGEMENT/COMPLIANCE INTERNSHIP REF NO: NWP/OOP/2022/16 (X1 POST)**
Sub Directorate: Risk Management

STIPEND : ±R6 175.00 (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : Bachelor of Arts Risk Management / National Diploma Risk Management / Auditing.
ENQUIRIES : Mr Tlou Ramara Tel No: 018 388 5110

POST 31/390 : **ADMINISTRATION AND SECURITY INTERNSHIP REF NO: NWP/OOP/2022/17 (X1 POST)**
Directorate: Security Management Services

STIPEND : ±R6 175.00 (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : National Diploma Security Management / Policing.
ENQUIRIES : Mr Tlou Ramara Tel No: 018 388 5110

POST 31/391 : **INTERNATIONAL RELATIONS AND PROTOCOL INTERNSHIP REF NO: NWP/OOP/2022/18 (X1 POST)**
Directorate: Stakeholder Management Cooperative Governance and Protocol

STIPEND : ±R6 175.00 (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : Bachelor of Arts International Relations
ENQUIRIES : Mr Tlou Ramara Tel No: 018 388 5110

POST 31/392 : **END USER SUPPORT / INFRASTRUCTURE / CUSTOMER RELATIONS / EGOVERNANCE (BUSINESS & SYSTEMS ANALYSIS) ICT NETWORK & SYSTEMS INTERNSHIP REF NO: NWP/OOP/2022/19 (X3 POSTS)**
Chief Directorate: Government Information Technology Office

STIPEND : ±R6 175.00 (Depending on qualification)
CENTRE : Mafikeng
REQUIREMENTS : CompTia Network+/Bachelor of Science Information Systems/Computer Science/ National Diploma Information Technology / BTech Information Technology.
ENQUIRIES : Mr Tlou Ramara Tel No: 018 388 5110

POST 31/393 : **GEOGRAPHIC INFORMATION SYSTEM / MONITORING & EVALUATION, REPORT WRITING AND DATA ANALYSIS / RESEARCH AND EVALUATION INTERNSHIP REF NO: NWP/OOP/2022/20 (X1 POST)**
Directorate: Performance Monitoring and Evaluation

STIPEND : ±R6 175.00 (Depending on qualification)
CENTRE : Mafikeng

REQUIREMENTS : Bachelor of Science Geoinformatics / Geographical Information System / Remote Sensing / Bachelor of Arts Public Administration/ National Diploma Public Administration.

ENQUIRIES : Mr Tlou Ramara Tel No: 018 388 5110