

**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** : 07 October 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. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. 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. Candidates who previously applied for some of the advertised positions are encouraged to re-apply, should they still be interested.

OTHER POSTS

- POST 35/340** : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: NWP/OOP/2022/44**
(Recruitment and Selection and Conditions of Service)
Purpose: To register and recruitment, selection and appointment and conditions of services and remuneration
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Mahikeng
- REQUIREMENTS** : 3 year appropriate tertiary qualification in Human Resource Management or Public Administration at NQF level 6 and/or equivalent qualifications (NQF Level and Credits). 2-4 experience in Human Resource Management and Public Administration of which 1 year should be at supervisory level. Knowledge of PERSAL System. Computer literary in MS Word, MS Excel and PowerPoint. Valid Drivers' license. Knowledge, Skills & Competencies: Knowledge of Public Service Act, Public Service Regulations and Prescripts and Government Employees Pension Law, Training on PERSAL system, Knowledge of basic principles of HR Management, Knowledge of Performance Management System. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills.

DUTIES : Implement Recruitment, Selection and Appointment: Receive and acknowledge applications, Profile applications, Provide secretarial services and render advice during selection process, Administer transport claims of candidates, prepare short-listing and interviews reports and appointment letters, Process personnel suitability checks Process appointments and promotions on PERSAL System. Provision of conditions of service and Remuneration: Capture leave applications on PERSAL, Process recognition of long service, grade progressions, acting and role playing allowance. Administer service terminations, Circulate assets and state liability forms, and conduct exit interviews. Compile pension withdrawal forms on GEPF on-line system, process funeral claim benefits and Capture nomination of beneficiaries. Process transfers, relocations and movements.

ENQUIRIES : Mr. P.K Letebejana Tel No: (018) 388-3741

POST 35/341 : **SENIOR PROGRAMMER REF NO: NWP/OOP/2022/45 (X2 POSTS)**
(Re-advertisement)
Job Purpose: To develop, support and provide maintenance for applications

SALARY : R261 372 per annum (Level 07)

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; Provide user support, Develop, test and maintenance of the web sites or web-based application systems of the North West Provincial Government, Implement applications or Websites, Facilitate the signed off documentation on new websites, revamp and applications, Review Information Technology framework. Conduct Post Implementation Reviews; Facilitate the post implementation report to check if the project objectives were achieved. Provide support in the development of detailed specifications documents; Collaborate with developers to produce specification documentation which will be signed off by relevant stakeholders (ie. Business requirements specification), Writing detailed documentation for the operation of the website or application by users .Provision of support to users in selecting appropriate technical solutions; Devise a possible solution to the anticipated problem by users, Research into new technology and advise users accordingly. Execute ICT Project and Programmes – Program Changes; Adhere to best practices in implementation of new website or applications, Log new upload requests and new application or website changes on the Remedy System; Compile change control before an application or website can be implemented.

ENQUIRIES : Ms. B.V Bantsijang Tel No: (018) 388 5612