

**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 or be submitted through e-mailed as indicated for each post.
- CLOSING DATE** : 31 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. In terms of the employment equity plan for the Office, preference will be given to Women and People with disabilities in the recruitment for these posts. 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 and faxed 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. 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. SMS posts in the Public Service no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

**MANAGEMENT ECHELON**

- POST 39/260** : **CHIEF DIRECTOR: GOVERNMENT INFORMATION TECHNOLOGY OFFICER REF NO: NWP/OOP/2022/57**  
(Re-advertisement)  
Job Purpose: To manage provincial government information technology services in the three spheres of government in the NWPG
- SALARY** : R1 269 951 per annum (Level 14), (all-inclusive package)
- CENTRE** : Mmabatho
- REQUIREMENTS** : Three year tertiary qualification in Information Technology at NQF level 7 and/ or equivalent qualifications (NQF level and credits), technical information technology qualifications will serve as an added advantage. Ten years extensive and vast experience in Information and Communication Technology of which 5 years must have been as Chief Information Officer and/ or Government Information Technology Officer. Knowledge and Skills: Excellent knowledge of ICT systems and ICT infrastructure with a background in designing, developing and implementing IT systems. Must be able to show a solid understanding of data analysis, budgeting and business operations. Must be able to demonstrate excellent organizational and leadership skills.

Competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus; Communication.

**DUTIES** : The management and development of Infrastructure solutions, server and network administration; Ensure the facilitation of the implementation of and adherence to the policies and strategies as contained in the different plans, policies, etc. Development of information and technology systems infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Rationalise unnecessary duplication and redundancy of information and technologies in the department. Ensure the promotion of common solutions for common requirements across the department. Ensure the Promotion of the utilisation of technology as a key enabler for the future in delivering information and Services and promote its use in the re-engineering / transformation of government service delivery. Oversee the provision of ICT customer relations services; Ensure the Change Management of the culture of the department to embrace an enterprise-wide information management and information technology approach. The visibility, strong and continuous support of senior managers responsible for ICT customer relations. Ensuring the development and training of the members in the department in relevant information technology matters. Oversee the provision and maintenance of information technology governance, planning and risk management; Oversee the implementation of corporate governance and management of enterprise architecture. Oversee the conducting of strategic and tactical (business) planning of the Information Technology unit.

**ENQUIRIES** : Dr. F. H Ngqobe, Tel No: (018) 388 3099  
**APPLICATIONS** : Emailed applications to be submitted to: OOPRecruitment1@nwpg.gov.za

**POST 39/261** : **CHIEF DIRECTOR: HUMAN RESOURCE STRATEGY AND PLANNING REF NO: NWP/OOP/2022/58**  
(Re-advertisement)  
Job Purpose: To coordinate and monitor the implementation of Human Resource Management Policies and Frameworks in the Provincial Administration.

**SALARY** : R1 269 951 per annum (Level 14), (all-inclusive package)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : Three year tertiary qualification in Human Resource Management/ Public Management/ Public Administration at NQF level 7 and/or equivalent qualifications (NQF level and Credits). Extensive and vast experience in Human Resource Management/ Labour Relations/ Employee Health & Wellness and Organizational Development of which 5 years must have been at senior management level in all or either all the fields mentioned. Knowledge, Skills and Competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus; Communication.

**DUTIES** : The provision of advice and support on Organisational Development Programmes; The coordination and facilitation of Human Resource Policy and Planning Processes. The coordination and ensuring alignment of Departmental Organisational Structures with strategic plans and National Framework. The management and coordination of the development and implementation of Business Process Re-engineering. The coordination and facilitation of the implementation of Service Delivery and Change Management programmes. The provision of guidance and support on the application of Human Resource Practices and Administration; The management of conditions of service and remuneration. The management of recruitment and selection processes. The management of implementation of performance management system; Manage and coordinate HIV, STI & TB and Wellness, Health, Productivity, Occupational Health and Safety programmes; Monitor the implementation of HIV and AIDS, TB and other communicable disease prevention, support and treatment care programmes. Monitor the implementation of psychosocial wellness programmes. Monitor the

implementation of organisational wellness programmes. Facilitate the implementation of health and productivity management programmes. Monitor the implementation of occupational health and educational programmes. Support departments in the implementation of SHERQ. To provide advice and support Departments with the implementation of sound Labour Relations; ensure implementation of Provincial Conflict Prevention and management of Policies. Management of the implementation of Collective Bargaining processes in the NWPG. The management of Labour Relations policy research and development processes.

**ENQUIRIES** : Dr. F. H Ngqobe Tel No: (018) 388 3099  
**APPLICATIONS** : Emailed applications to be submitted to: OOPRecruitment2@nwpg.gov.za

**POST 39/262** : **DIRECTOR: STRATEGY AND PLANNING REF NO: NWP/OOP/2022/59**  
 (Re-advertisement)  
 Job Purpose: To manage and provide advice on short and medium-term strategic planning in line with National and Provincial Planning Frameworks.

**SALARY** : R1 073 187 per annum (Level 13), (all-inclusive package)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : Three year tertiary qualification in Public Management/ Public Administration at NQF level 7 and/or equivalent qualifications (NQF level and Credits). Extensive and vast experience in strategy and planning environment of which 5 years must have been at middle management level. Knowledge, Skills and Competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus; Communication.

**DUTIES** : The facilitation and development of strategic planning in line with provincial and national planning frameworks; Provide strategic support and guidance during departmental strategic planning review sessions. Manage the assessment and compilation of the report of the 1<sup>st</sup> and 2<sup>nd</sup> drafts departmental APPs. Manage one-on-one departmental APP assessment feedback with all departments for the 1<sup>st</sup> and 2<sup>nd</sup> draft APPs. Manage the coordination of the incorporation of the SOPA inputs into the 12 APPs for approval. The provision of planning support to provincial departments and municipalities; Manage the implementation of the departments MPAT KPA1 Improvement Plan .Manage the provision of support to departments on MPAT KPA 1 related matters. Manage the provision of support to departments on matters related to Strategic Plans and APPs. Manage the provision of support to municipalities on matters related to Integrated Development Plans. Manage the assessment of the 1st draft 22 municipal IDPs. Manage the compilation of IDP assessment report and submission to the MEC for Local Government & Human Settlements for communication to the municipalities. The Building of capacity for strategy and planning in provincial and local government; manage the coordination of training for departments on areas related to strategy and planning. Manage the coordination of training for municipalities on areas related to strategy and planning. Manage consultation with municipalities/departments on planning matters in order to enhance integration amongst all relevant stakeholders. Manage consultation with departments on planning matters in order to enhance integration amongst all relevant stakeholders. Manage the facilitation of the submission of the IDP assessment report to the MEC for Local Government & Human Settlements. The Facilitation and Development of the provincial spatial plan in line with Provincial Priorities; Manage the development of the Provincial Spatial Development Framework. Manage the awareness/advocacy programmes of the approved PSDF. Manage the coordination and support to municipalities on the alignment of their Spatial Development Framework to the PSDF. Manage support to municipalities on the development of the Land Use Management Scheme.

**ENQUIRIES** : Mr. M Kgantsi Tel No: (018) 388 3470  
**APPLICATIONS** : Emailed applications to be submitted to: OOPRecruitment3@nwpg.gov.za

**POST 39/263** : **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: NWP/OOP/2022/60**  
(Re-advertisement)  
Job Purpose: To manage and coordinate Financial Planning, Monitoring and reporting processes in the Office of the Premier

**SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive package)  
: Mmabatho  
: A Bachelor's degree in Financial Management /Auditing and/or equivalent qualification at NQF level 7 (NQF level and Credits). Extensive relevant experience of which five years five (5) years must be at middle management in the relevant field. Vast knowledge and experience in financial management, Public Finance Management Act and Treasury Regulations. Competencies: Strategic capability and leadership, Programme and project management, Financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.

**DUTIES** : Development of financial management policies, processes and Procedures; Manage and Develop the performance of management accounting activities in compliance with the departmental policies and procedures. Coordinate and Develop policies and processes in relation with budgeting and reporting. Conduct medium and long term financial planning in line with the MTEF processes; manage and review budget preparation processes. Manage and submit of MTEF budget and ensure that is according to time frames and aligned with Annual Performance Plan (APP), strategic plan and national and provincial spending priorities and the Procurement Plans. Manage and Review loading of budget on BAS system. Manage and Prepare the allocation of budget to programmes. Compilation of budget estimates, monthly forecasting, project planning and produce adjusted cashflow; Manage roll-over requests for consideration and ensure proposal developed are submitted to the CFO for consideration. Assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends. Manage and Review expenditure trends and develop proposals for virements or shifting of funds. Manage and Review the requests for budget shifts or virements and ensure that it complies with prescripts. Manage and Review monthly and quarterly financial management reports. Manage and Review and submit cash flow request processes. Monitor and report on expenditure trends; Manage assessed spending per directorate related to expenditure and ensure that it is adequately addressed and resolved. Ensure expenditure is in line with allocated budget per responsibility. Manage BAS reports and Vulindlela for misallocations of Revenue and Expenditure. Manage the departmental budget and expenditure. Manage reviewed In Year Monitoring (IYM) Reports monthly and reports. Provision of revenue services; Manage report revenue collection on IYM on monthly basis. Manage reviewed the revenue allocations during budget process.

**ENQUIRIES APPLICATIONS** : Ms. T.M. Mooketsi Tel No: (018) 388 4277  
: Emailed applications to be submitted to: OOPRecruitment4@nwpg.gov.za

**POST 39/264** : **DIRECTOR: SUPPLY CHAIN, ASSET MANAGEMENT AND TRANSPORT SERVICES REF NO: NWP/OOP/2022/61**  
(Re-advertisement)  
Job Purpose: To manage the provision of Supply Chain, Asset Management and Transport Services in the Office of the Premier.

**SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive package)  
: Mmabatho  
: Appropriate Bachelor's degree and/or equivalent at NQF level 7 (NQF level and Credits). Extensive relevant experience of which five years five (5) years must be at middle management level. Vast knowledge and experience in Supply Chain Management prescripts and understanding of legislative framework of procedures within Supply Chain Management, Government Transport Management policies, Asset Management strategy and Policy, Asset Management strategy and Policy, Public Finance Management Act /Treasury regulations, Departmental policies, Public Management accounting principles, Knowledge of financial system. Competencies: Competencies: Strategic capability and leadership, Programme and project management, Financial management, Change management, Knowledge management,

**DUTIES**

Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.

: The Management of the Provision of Supply Chain Management; Manage the development and implementation of supply chain management policy and strategy, manage the conduction of needs analysis and financial planning, manage the provision of procurement services and manage the maintenance of contracts and lease agreements. The Management of the provision of Asset Management and Transport Services; Manage the development and implementation of immovable asset management strategy and maintenance plan, Manage the development and implementation of movable asset management strategy, Manage the development and implementation of asset disposal strategy and Oversee the management and maintenance of subsidized and pool vehicles. The Management of the Directorate; Review job descriptions, performance agreements and work plans of middle managers, Compile quarterly reports and reviews, Identify training needs, Manage discipline and Manage human resources.

**ENQUIRIES**

: Ms. T.M. Mooketsi Tel No: (018) 388 4277

**APPLICATIONS**

: Emailed applications to be submitted to: OOPRecruitment5@nwpg.gov.za