

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

*This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativity (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications.*

- APPLICATIONS** : All applications, must be addressed to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag X90, Mmabatho, 2735 or Hand delivered to Human Resource Management, Ground Floor, Gaabomotho Building, 760 Dr James Moroka Drive, Mmabatho, 2735.
- FOR ATTENTION** : Director: Human Capital Management: Mr T Mpuisang.
- CLOSING DATE** : 03 February 2023.
- NOTE** : Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), [www.gov.za](http://www.gov.za). Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees. DPSA Circular 19 of 2022 on Part E, F and G: Noting that there is limited space provided on Z83, often indicate "refer to Curriculum Vitae as attached" and provides the required information but the statement that relate to prevent re-appointment Part E must be answered. Failure to provide information on CV as requested the applicant may be disqualified. Faxed, e-mailed applications will not be accepted. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. NB: Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

- POST 02/317** : **CHIEF DIRECTOR: SPORT AND RECREATION REF NO: 2022/ACSR18/NW**
- SALARY** : R1 308 051 per annum (Level 14), all-inclusive package
- CENTRE** : head office, mmabatho
- REQUIREMENTS** : A relevant undergraduate qualification (NQF 7), recognized by SAQA, with major subjects in the field of Sport Administration/ Science or an equivalent qualification, coupled with five (5) years appropriate experience at a senior management level in the sport and recreation environment; A pre-entry certificate for SMS must be completed before an appointment can be considered; Candidates must be multi-skilled, dynamic, self-motivated professional with well-developed and proven leadership and management abilities; Good communication, managerial, organizational and writing skills; Strong negotiation and interpersonal skills; Ability to interact at a high level; Must have a valid South African driver's license (Code 08). Competencies: Strategic Capability and Leadership. People Management and Empowerment. Capability and Leadership. Programme and Project Management. Financial

Management. Change Management. Service Delivery Innovation. Problem Solving and Analysis. Communication. Honesty and Integrity and the Batho Pele Principles. KPA: Manage and Coordinate Community Sport, Sport Performance, Mass Participation in Sport. Plan, develop and formulate sport strategies for all sporting codes. Oversee the coordination of sport activities including community and in-school sport. Manage and coordinate recreation in the Province.

- DUTIES** : Planning and implementation of community sport (clubs development and recreation). Planning and implementation of mass participation (school sport). Planning and implementation of sport performance. Ensure and align the business strategies of North West Sport Commission, North West Sport Confederation and PROREC to the Chief Directorate Strategic plan and Annual Performance. Conduct meetings with North West Sport Commission, North West Sport Confederation and PROREC on the development of the business plan. Monitor the implementation of the business strategies of North West Sport Commission, North West Sport Confederation and PROREC. Monitor the implementation of the sport activities. Conduct monthly meetings of the Chief Directorate to assess performance. Consolidation of the sport activities report on a monthly and quarterly basis by the Chief Directorate. Consult with Recreation Structures (LOREC, DISREC and PROREC) on the implementation of recreation. Conduct quarterly meetings with PROREC to monitor the implementation of recreation. Consolidation of the PROREC report on a monthly and quarterly basis.
- ENQUIRIES** : Mr T Mpuisang Tel No: (018) 388 2719

#### OTHER POSTS

- POST 02/318** : **DEPUTY DIRECTOR: PLANNING, MONITORING AND EVALUATION REF NO: 2022/ACSR19/NW**  
Directorate: Strategic Management Directorate

- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), all-inclusive package  
: Head Office, Mmabatho  
: A Bachelor's Degree/ National Diploma in in Social Sciences/ Development Studies/Economics or equivalent (NQF level 6/7). Two years management experience (Junior Management). Three years' experience in planning and evaluation. Drivers Licence Knowledge: Knowledge of following public service prescripts: Public Service Act; Public service regulations; public service code of conduct and Batho Pele principles. Skills: Strategic Management; Leadership; Monitoring and Evaluation; Communication (Verbal and Written); People Management; Planning and Organizing; Policy Development and Implementation; Computer Literacy; Presentation; Project Management and Problem Solving.

- DUTIES** : Coordination, analyses, reporting (monthly, quarterly and annual) as well as evaluation of the department's non- financial performance information. Coordination of development of planning documents (strategic plan, annual performance plan and annual performance reports). Coordinate the management of performance assessment tool. Manage and control of staff within the sub-directorate. Provide executive support to the department.

- ENQUIRIES** : Mr M.S. Mosimane Tel No: (018) 388 2851
- POST 02/319** : **DEPUTY DIRECTOR: ARCHIVES ADMINISTRATION REF NO: 2022/ACSR20/NW**  
Directorate: Library, Information and Archives Services

- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), all-inclusive package  
: Head Office, Mmabatho  
: A Bachelor's Degree in Social Sciences/Humanities and/or Postgraduate Diploma in Archival Studies. Relevant training in archives and records services. Five (5) years' experience in archives and records services of which three (3) must be in a supervisory level (Junior management). Knowledge and understanding of Public Service prescripts and in particular Archives and Records Services. Good interpersonal, communication (verbal and written) and managerial skills. Computer Literacy. Driver's license.

- DUTIES** : Manage acquisition and processing of archives. Manage Reference and Awareness in Archives repository. Manage conservation and preservation of archives in repositories. Manage the collection of oral history in the province.

		Develop, review and implement policies and procedure manuals in the archives. Manage the human and financial resources of the sub-directorate. Ms T Sempe Tel No: (018) 388 3965
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 02/320</u></b>	:	<b><u>DEPUTY DIRECTOR: SPECIAL PROGRAMS REF NO: 2022/ACSR21/NW</u></b>
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive package
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A recognized three-year Bachelor's Degree/ National Diploma in Public Administration/Management or relevant equivalent qualification with extensive relevant experience. A good understanding of Government's broader transformation policies and initiatives, with a focus on human rights, disability, women, youth and children. Knowledge of the Employment Equity Act and other appropriate legislations. An understanding of national and international events, including commemoration days aimed at increasing awareness on human rights, women, youth, children and disability issues. Skills: Knowledge of project management. Good communication, analytical, report writing, change management and stakeholder engagement skills. Attention to detail.
<b><u>DUTIES</u></b>	:	Development of policies, strategies, implementation plans on change management, service delivery and special programmes. Implement the culture intervention programmes and transformation schedule. Coordinate Batho change engagement programmes. Ensure the implementation of the Employment Equity Plan in the Department. Coordinate awareness programmes on employment equity in the Department. Mainstreaming of Gender, Disability, Youth and Children Rights issues within the core business of the Department. Monitor and evaluate equity issues (Gender, Disability, Youth issues). Liaise with and improve integration of internal and external stakeholders performing various activities, events, programmes and initiated projects i.e. International Women's Day, Youth Month, Women's Month, Heritage Day and 16 Days of Activism. Compile qualitative and quantitative reports regarding equity matters. Manage the Sub-Directorate: Special Programmes.
<b><u>ENQUIRIES</u></b>	:	Mr M Mosimane Tel No: (018) 388 2851
<b><u>POST 02/321</u></b>	:	<b><u>SERVICE POINT MANAGERS REF. NO: 2022/ACSR22/NW (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R491 403 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Dr.Ruth Segomotsi Mompoti District: Kagisano Service Point (X1 Post) Bojanala District: Madibeng Service Point (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A 3 year National Diploma or Bachelor's degree in Social Sciences or Management or equivalent qualification. At least three (3) to five (5) years' experience at supervisory level (junior management). Ability to interpret and implement policies and regulations of Public Service, PSA, BCEA, PSR, EEA, PPFA and PMDS. A valid driver's licence. Skills: Excellent supervisory human relations, report-writing, administrative and organisational skills. Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management. Project Management. Proven experience of office systems management. Overall excellent verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Analyse the Service Pont's long, medium and short-term outputs and activities to achieve required outputs. Supervise and support all service point employees to ensure implementation and management of programmes in the service point. Ensure implementation and promotion of Arts, culture, Sport and Recreation programmes. Assist with the coordination of Library activities at the Service Point. Forge partnership with relevant stakeholders. Manage and supervise the achievement of the service point. Compile reports of the departmental programme. Co-ordinate skills development and skills audits of staff. Manage budget, revenue collection and usage of resources. Liaise with all existing structures at service point. Ensure adherence to occupational health and safety regulations. Prepare management information, reports statistics and reporting.
<b><u>ENQUIRIES</u></b>	:	Mr G Valtyn Tel No: (053) 928 0161
<b><u>POST 02/322</u></b>	:	<b><u>ASSISTANT DIRECTOR: LANGUAGE DEVELOPMENT REF NO: 2022/ACSR23/NW</u></b>
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Mmabatho
	:	3- years B-degree in Languages with translation, interpreting, status language planning with three (3) – five (5) years relevant experience of which 2 years must be at a Supervisory level. Knowledge of Language Legislation, Policy Development and North West Language Act, Use of Official Language Act and PanSALB Act Ability to read, write and communicate in at least three official languages of the Province including English. Ability to work well with different stakeholders and under pressure. Computer literacy. Valid driver's licence. Advanced project management and report-writing skills.
<b><u>DUTIES</u></b>	:	Organizing and coordinating awareness campaigns. Organize and host events that are promoting multilingualism. Ensure language units are established in government departments and municipalities. Assist in developing policies. Render administrative functions.
<b><u>ENQUIRIES</u></b>	:	Ms N Zahela Tel No: (018) 388 4869
<b><u>POST 02/323</u></b>	:	<b><u>ASSISTANT DIRECTOR: FLEET ADMINISTRATION REF NO: 2022/ACSR24/NW</u></b>
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Mmabatho
	:	An appropriate recognized three-year National Diploma in Administration, Transport Management or equivalent relevant qualification. Minimum of 3 years' experience in Transport Management or related field. Sound knowledge of contract management and the legislative framework governing Transport management well as in depth knowledge of Fleet Management Systems. The Candidates must be in possession of a valid Driver's License, which must be attached to the application and be able to travel. Good coordination, planning, communication (written and spoken), interpersonal relations, conflict management and resolution, report writing and organizational skills. Ability to work long hours and render assistance to subordinates and to clients voluntarily, gathering and analysing of information, drafting of reports, interpret and apply policies, work independently and in a team.
<b><u>DUTIES</u></b>	:	Manage Departmental fleet travel arrangements. Acquisition and disposal of Departmental vehicles. Update Departmental vehicle assets register. Ensure inspection and maintenance of Departmental and subsidized vehicles. Coordination of Subsidized vehicle process. Manage departmental parking allocation function. Development and implementation of transport policies and directives. Conducting information sessions on transport policies and directives to employees and relevant stakeholders. Co-ordinate payment of service providers, compiling reports on fleet related matters. Monitor vehicle tracking system. Manage damages and losses on Departmental fleet vehicles. Supervise sub-ordinates and control resources within Fleet Administration.
<b><u>ENQUIRIES</u></b>	:	Mr G. Mothusi Tel No: (018) 388 2693
<b><u>POST 02/324</u></b>	:	<b><u>CHIEF WORK-STUDY OFFICER REF NO: 2022/ACSR25/NW</u></b>
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Mmabatho
	:	A 3 year National Diploma or Bachelor's degree in Management Services/Operations Management/Industrial Psychology/Human Resource Management or any other equivalent relevant qualification. 2 -3 years' experience in Organisational Development and/or Human Resource Management field of which 2 years must be at a Supervisory level. In-depth knowledge of relevant legislation and prescripts applicable to the Public Service. Knowledge on organisational design. Knowledge of PERSAL. Good communication skills. Good interpersonal relations. Able to work under pressure. Analysing and research skills. Basic project management. Computer Literacy. Valid Drivers' Licence.
<b><u>DUTIES</u></b>	:	Facilitate the development of organizational design. Monitor the development of job description and job analysis. Conduct job evaluation. Facilitate the implementation of change management initiatives. Facilitate the development of Departmental Human Resource Planning. Facilitate the development of Departmental Employment Equity Plan. Manage Human Resource within the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr T Makgolo Tel No: (018) 388 2731

**POST 02/325** : **ASSISTANT DIRECTOR: COMMUNICATION MANAGEMENT REF NO: 2022/ACSR26/NW**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Head Office: Mmabatho  
**REQUIREMENTS** : A 3 year National Diploma or Bachelor's degree in Public Relations/Marketing/Journalism/Communication or equivalent qualifications. Coupled with three (3) – five (5) years relevant experience of which 2 years must be at a Supervisory level. Knowledge of public relations, marketing and communications and government processes. The ability to work independently and under pressure with little or no supervision. Knowledge of report writing, events management and project management, marketing management and publication production. Knowledge of desktop publishing and other systems. Prepared to work long and irregular hours. Valid driver's license.

**DUTIES** : Implement internal communication strategy and policy. Develop the Events Management Strategy and ensure effective events management. Coordinate departmental events and projects. Ensure a favourable departmental corporate image and identity. Supervise staff. Control the budget. Develop and update the Department's calendar of events.

**ENQUIRIES** : Mr V Kama, tel. (018) 388 3704

**POST 02/326** : **SENIOR PERSONNEL PRACTITIONER: PMDS REF NO: 2022/ACSR28/NW**  
Performance Management Development System Unit

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Head Office, Mmabatho  
**REQUIREMENTS** : A 3-year National Diploma or Bachelor's degree in and 2-3 years' relevant experience in Human Resource Management. Interpersonal relations, planning and organising, innovations, presentation, analytical and communication skills. Computer literacy. Ability to formulate, interpret HR practice, procedures and policies. In-depth knowledge of performance management and development system and performance auditing. Good administrative, financial and project management experience. Valid driver's license.

**DUTIES** : Develop and implement effective performance management system. Manage submission of work plans and performance agreement. Ensure that job descriptions are developed and signed by all employees. Conduct and manage first and final performance assessment. Manage performance auditing. Manage the database and provide accurate and reliable statistics. Act as a consultant to line managers to ensure effective management of individual performance and support the investigation of queries. Ensure alignment and plans as well as alignment of assessment documents to performance agreements/ work plans. Contribute to the development, review and maintenance of the performance management system and processes. Render a human resource advisory service to the management of the Department by investigating, analysing, benchmarking and interpreting legislation, prescripts and other human resource-related issues to promote an effective human resource environment. Conduct information sessions.

**ENQUIRIES** : Mr X March Tel No: (018) 388 2722

**POST 02/327** : **INTERGRITY AND RISK MANAGEMENT PRACTITIONER REF NO: 2022/ACSR29/NW**  
(Organisational Risk and Integrity Management)

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Head Office, Mmabatho  
**REQUIREMENTS** : Matric/Grade 12. Diploma/ Degree (NQF 6/7) in Risk Management, Accounting or Auditing with 2 to 3 years' experience in the Risk Management field. A valid driver's license. Competencies: Knowledge and Skills: Analytical thinking, written and spoken communication, interpersonal, planning and organising, time management and coordination skills. Honesty and integrity. Demonstrate experience in detailed technical knowledge of Public Sector Risk Management Framework, PFMA, Treasury Regulations and all other legal prescripts that governs Risk Management and the ability to apply such technical knowledge. Computer literacy, good presentation and facilitation skills.

**DUTIES** : To support the planning, facilitation, monitoring and reporting of the implementation of the Risk Management Framework and Fraud Prevention

- Plan. Participate and guide during risk analysis, assessment, monitoring and reporting processes (Strategic, Operational, Fraud, ICT and specific project risks). Conduct risk and fraud awareness campaigns within the department. Assist with the planning of all quarterly risk committee meeting within the department and all logistical arrangements. Provide technical support to the directorate and any other duties given.
- ENQUIRIES** : Ms KV Shiba Tel No: (018) 388 2687
- POST 02/328** : **SENIOR INTERNAL CONTROL OFFICER REF NO: 2022/ACSR30/NW**  
(Internal Control Division)
- SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Head Office, Mmabatho  
**REQUIREMENTS** : Matric/Grade 12. Diploma/ Degree (NQF 6/7) in Accounting or Auditing with 2 to 3 years' experience in the Internal Control or Auditing field. A valid driver's license. Competencies: Knowledge and Skills: Analytical thinking, written and spoken communication, interpersonal, planning and organising, time management and coordination skills. Honesty and integrity. Demonstrate experience in detailed technical knowledge of internal control or auditing environment, PFMA, Treasury Regulations and all other legal prescripts that governs internal control and auditing and the ability to apply such technical knowledge. Computer literacy, good presentation and facilitation skills.
- DUTIES** : To support the planning, facilitation, monitoring and reporting of the implementation of the Internal Controls in the department. Assist with the coordination of internal and external audits. Follow up on internal and external audit findings through the post audit plans. Assist with the reviews of internal control systems such as policies, procedures and checklists. Provide logistical support during internal and external audit steering committee meetings. Assist with compliance verifications of payments before payments. Provide technical support to the directorate and any other duties given.
- ENQUIRIES** : Ms NL Mgudlwa Tel No: (018) 388 2667
- POST 02/329** : **PERSONAL ASSISTANT TO HEAD OF DEPARTMENT REF NO: 2022/ACSR31/NW**
- SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Head Office, Mmabatho  
**REQUIREMENTS** : Three years relevant qualification in Office/ Information Management/ Public/ Business Administration. Two (2) years supervisory experience. Two (2) years functional experience in Office Administration/ Secretariat services. Knowledge. Basic Departmental policies and procedures. Administration procedures. Batho Pele Principles. Skills: Communication, Analytical, Computer literacy, Interpersonal, Organizing and Planning, Telephone etiquette.
- DUTIES** : Provide administrative support to the Head of Department. Manage the Head of Department's diary, including the events calendar, arrange meetings and workshops. Monitor the provision of secretariat services in the Head of Department Office. Maintain confidentiality of documents and ensure that all strategic complex correspondence are properly filed including the management of those records thereof. Coordinate all the Head of Department Projects. Supervise the officials in the office.
- ENQUIRIES** : Mr K Motladile Tel No: (018) 294 2810
- POST 02/330** : **SPORT PROMOTION OFFICER REF NO: 2022/ACSR32/NW**
- SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Dr Kenneth Kaunda District- Matlosana Service Point  
**REQUIREMENTS** : A National Diploma or Bachelor's Degree in in Sport Management or equivalent qualification and relevant experience in the field. Computer literacy. Knowledge of sport and recreation activities. A valid driver's licence would serve as an advantage. Experience in the operation of federations, sports and recreation transformation charter, as well as sport and recreation legislation framework. Knowledge of programmes. Honesty, loyalty and commitment. Innovative, Good Interpersonal relations, Conflict management, negotiation, coordination and communication skills.
- DUTIES** : Coordinate the establishment of and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders.

Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas and districts. Implement sport and recreation programmes in schools, wards and local areas for the development of sport and recreation. Monitor and evaluate compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented. Mentor and/CDOs.

**ENQUIRIES** : Mr N.J Batsietseng Tel No: (018) 294 6860

**POST 02/331** : **ADMINISTRATIVE OFFICER: PLANNING MONITORING AND EVALUATION REF NO: 2022/ACSR33/NW**

**SALARY** : R269 214 per annum (Level 07)

**CENTRE** : Head Office, Mmabatho

**REQUIREMENTS** : A three (3) year National Diploma/Bachelor's Degree in Monitoring and Evaluation or Planning or Public Management with equivalent qualification with two (2)-three (3) years' experience in NPO environment. Knowledge and understanding of legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organizations. A valid driver's license. Skills And Competencies: Good planning and coordinating, Analytical, report writing, communication and interpersonal relations skills, Honest and innovation individual.

**DUTIES** : Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and system. Coordinate reporting (Monthly, quarterly and annual reporting). Validate reported performance information. Coordinate evaluation of the Departmental programmes. Coordinate, analysis, monitor and evaluate the Departmental Programmes. Oversee the evaluation programmes for the Department. Analyze and report on performance of Departmental programmes. Provisioning of Executive support. Coordination of reports for Social Clusters, legislature etc. Coordination of Management Performance Assessment Tool. Coordinate the overall performance of Management Performance Assessment Tool. Conduct training and workshops on Management Performance Assessment Tool. Participate in Management Performance Assessment Tool. Supervise staff training and development, performance and leave plan.

**ENQUIRIES** : Mr M Mosimane Tel No: (018) 388 2851

**POST 02/332** : **ARCHIVIST REF NO: 2022/ACSR34/NW**

**SALARY** : R269 214 per annum (Level 07)

**CENTRE** : Head Office: Mmabatho

**REQUIREMENTS** : Bachelor's degree in Humanities/Social Sciences with majors (History, Anthropology, Public Administration, knowledge Management, Sociology, Indigenous knowledge) or recognised accredited Diploma in Archival Science or Records Management. 2-3 years relevant experience. Organisational skills, Research knowledge, Good written and verbal communication and interpersonal skills. Language proficiency in two of the official languages spoken in the North West Province. Computer literacy. Valid driver's licence and willingness to travel. Project management. Presentation and facilitation skills. Thorough knowledge of Archives and Records Management legislation and policies.

**DUTIES** : Implement the acquisition and processing of archives which will include the following activities: Arrangement and description of archives, preservation, data coding, reading room service, Retrieve the archival holdings within the context of the North West Province. Conduct verbal history programme. Forge partnership with tertiary institution, tribal authorities and civil societies in the Province. Implement public awareness and use of archival resources.

**ENQUIRIES** : Mr B Molokoane Tel No: (018) 388-3988

**POST 02/333** : **ADMINISTRATION CLERK REF NO: 2022/ACSR35/NW**

**SALARY** : R181 599 per annum (Level 05)

**CENTRE** : Ngaka Modiri Molema District: Ramotshere Moilwa Service Point

**REQUIREMENTS** : A Grade 12 Certificate. Computer literacy especially MS Word, PowerPoint and Excel. Good interpersonal relations. Office management skills. Good

		communication skills. Ability to handle confidential matters. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Type documents, letters and memorandums. Perform regular administrative work in accordance with the Regulatory Framework and guidelines relating to general office functions. Render logistical administrative and personal administration support to the Sport, Recreation, Arts and Culture Office. Assist in arranging meeting, filing and safekeeping of confidential documents, photocopying and administration of documents. Assist in managing the telephone and reception area.
<b><u>ENQUIRIES</u></b>	:	Mr M.R Molefe Tel No: (018) 642 3972
<b><u>POST 02/334</u></b>	:	<b><u>SECRETARY TO THE DIRECTOR (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R181 599 per annum (Level 05)
	:	Head Office, Mmabatho
	:	Secretary to Director: financial management Ref No: 2022/ACSR36/NW
	:	Secretary to Director: supply chain management Ref No: 2022/ACSR37/NW
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualifications. Secretarial qualification or equivalent. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Skills: Sound organisational skills, Good people skills, High level of reliability, Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation skills.
<b><u>DUTIES</u></b>	:	Provide and maintain access and security of information and document. Manage incoming and outgoing information of the office. Render administrative and secretarial support to the managers when required. Administer an on-line and physical diary of the manager, manage information and data on behalf of the manager. Plan and schedule day to day tasks of the manager. Manage telephone calls and convey messages. Organize meetings/workshops/conferences and functions. Draft coherent submissions, executive reports, memoranda and letters. Type and edit correspondence. Prepare reports and minutes of meetings. Manage appointments and other logistical arrangements related to the activities of the manager including travel arrangements e.g. passports and visas, accommodation, flight tickets, subsistence and travel claims, money exchange and other tasks. Accompany/attend meetings with the manager and compile minutes and reports. Perform administrative duties pertaining to office affairs. Support the manager's budget. Provide a professional reception service to internal and external guests and clients. Perform any other duties as will be required by the office.
<b><u>ENQUIRIES</u></b>	:	Ms M Moleele – Financial Management Tel No: (018) 388 2661 Ms T Naphakade – Supply Chain Management Tel No: (018) 388 2471
<b><u>POST 02/335</u></b>	:	<b><u>HUMAN RESOURCE CLERK (HR PLANNING AND SYSTEMS) REF NO: 2022/ACSR38/NW</u></b>
<b><u>SALARY CENTRE</u></b>	:	R181 599 per annum, (Leve 05)
	:	Head Office, Mmabatho
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate. A National Diploma in Human Resources Management will serve as added advantage. Relevant experience will serve as an advantage. Knowledge of Human Resource prescripts. Knowledge of practical establishment administration and functional knowledge of PERSAL. Computer literacy in the Microsoft Office package (especially Word, Excel). Good communication skills (verbal and written).
<b><u>DUTIES</u></b>	:	Assist with the implementation of the approved structure. Create/abolish/amend posts. Provide hands-on Establishment administration support to internal clients, monitor and assist with Establishment Administration exceptions Assist with the compilation of reports.
<b><u>ENQUIRIES</u></b>	:	Ms W Jacobs Tel No: (018) 388 2719
<b><u>POST 02/336</u></b>	:	<b><u>CLEANER REF. NO: 2022/ACSR39/NW (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R107 196 per annum (Level 02)
	:	Mmabatho Stadium - Ngaka Modiri Molema District
<b><u>REQUIREMENTS</u></b>	:	Abet qualification with two (2) year experience in a cleaning services environment. Ability to operate cleaning equipment's as well as cleaning methods and procedures. Good organising and interpersonal relationship.



- Basic literacy (ability to read and write and basic numeracy (ability to count). Reliable, hardworking, trustworthy and able to work as team.
- DUTIES** : Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirt baskets, dust offices, replenish accessories, washing the towels, preparing boardrooms for meetings. Monitor cleaning materials and report stock levels. Utilise cleaning equipment and ensure their safe guarding. Keep the surrounding clean and tidy. Ensure that toilet are always clean. Preparing tea for the managers guests. Comply with Occupational Health and Safety standards.
- ENQUIRIES** : Mr. N Mohapi Tel No: (018) 392 4295

**DEPARTMENT OF HUMAN SETTLEMENTS-NORTH WEST**

- APPLICATIONS** : Applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements, Private Bag X2145, Mmabatho, 2735, hand deliver to Cnr Provident Drive and University Drive, West wing 2<sup>nd</sup> floor Garona Building, Mmabatho
- CLOSING DATE** : 17 February 2022, Time (15H00)
- NOTE** : The North West Department of Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. People with disability are encourage to apply. Applicants who previously applied for re-advertised positions are encouraged to re-apply. NB: The Department Reserves The Right Not To Make Appointments. Correspondence will be limited to short-listed candidates only directions to applicants: Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications, however shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) (only when shortlisted) Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. NB: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS PreEntry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>. Successful SMS Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will undertake a two day competency assessments at a venue and date determined by the Department. The competency assessment test generic managerial competencies using mandated DPSA SMS competency assessment tool. Appointment of successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome prior to appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Directions on How to Fill in the New Z83 Form NB: Candidate should note the following information on the new Z83 application form: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers An applicant has responded "No" to the question "Are you conducting business with the State? or are you a Director of a Public or Private company conducting business with the state? If yes (provide details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "in the event that you are employed in the Public Service, will you immediately relinquish such business interest?" "If your profession or occupation requires official registration, provide date and particulars of registration" – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not

applicable is indicated. Part C: All fields must be completed Part D: All fields must be completed Part E, F, G: Noting that there is limited space provided applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent reappointment under part F must be answered. Declaration must be completed and signed Completed

#### **MANAGEMENT ECHELON**

- POST 02/337** : **CHIEF DIRECTOR CORPORATE SERVICES REF NO: H/S 01/2023**  
Component: Chief Directorate: corporate services
- SALARY CENTRE REQUIREMENTS** : R1 308 051 per annum (Level 14), all-inclusive remuneration package  
: Mafikeng  
: Matric/grade 12 plus Degree (NQF level 7) as recognised by SAQA) in Public / Governance Management or any other relevant equivalent qualification. Minimum 5 years relevant experience at Senior Management/ Director Level. Valid code '8/10 driver's Licence Competencies/Knowledge/Skills: Knowledge and Skills: Human Resource Management policies and Procedures, Government priorities, PFMA, Treasury Regulation, PSA, PSR Labour relations. Reporting procedures, Information system, Regulations and Amendments, SA Constitution, , Employment Equity Act 1998, Interpreting and evaluating information, Verbal and written communication, Organizing/ maintaining information, communicating information, Computer literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork. Discipline, Financial Management.
- DUTIES** : Oversee management of information communication and technology services. Oversee provision of Human Resource and Utilisation Management. Oversee management of security and work environment services and Oversee implementation of strategic management, monitoring and evaluation services. Oversee provision of legal services. Manage audit and management queries. Management of staff performance and Perform ad hoc tasks as delegated by the HOD.
- ENQUIRIES** : Ms M Modisakeng Tel No: 018 388 4818
- POST 02/338** : **DIRECTOR HOUSING SUBSIDY ADMINISTRATION AND CLAIMS REF NO: H/S 02/2023**  
Component: Chief Directorate Housing Development (Re-Advert)
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13), all-inclusive remuneration package  
: Mafikeng  
: Matric/grade 12 plus Degree (NQF level 7) as recognised by SAQA) in Public Management or any other relevant equivalent qualification. Minimum 5 years relevant experience at Deputy Director Level. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of Public Service Legislations and other Regulations, Housing Development Policy and Acts, PFMA and DORA. Interpreting and evaluating information, Verbal and written communication, Organizing/ maintaining information, communicating information, Computer literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork. Discipline, Financial Management.
- DUTIES** : Manage the Administration of Housing subsidies. Manage the processing of Housing claims. Manage the provision of deeds management services. Ensure proper timeous disbursement of the Housing fund through the processing of claims in respect of all Housing programmes. Manage and mitigate risks associated with the subsidy administration and claims directorate. Manage human and financial resources.
- ENQUIRIES** : Mr V. Bidi Tel No: 018 388 5510

**POST 02/339** : **DIRECTOR: DR KENNETH KAUNDA DISTRICT: QUALITY ASSURANCE, PROJECT MONITORING AND IMPLEMENTATION REF NO: H/S 03/2023**  
Component: Chief Directorate Housing Development  
(Re-Advert)

**SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13), all-inclusive remuneration package  
: Head Office (Mmabatho)  
: Matric/grade 12 plus Degree (NQF level 7) as recognised by SAQA) in Project Management/ Built Environment/ Civil Engineering studies/ Human settlement. Minimum 5 years relevant experience at Deputy Director Level. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of the Constitution of RSA 1996 and other applicable legislative and regulatory requirements, policies and standards, ability to analyse complex information and large datasets, in-depth understanding of the Built Environment, experience in dealing with Municipalities, budget and financial management, economic and fiscal policy, government budget processes and financial analysis, vast knowledge of housing environment policy, extensive knowledge of PFMA and DORA, Interpreting and evaluating information, Verbal and written communication, Organizing/ maintaining information, communicating information, Computer literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork. Discipline, Financial Management.

**DUTIES** : Management of the delivery of prescribed housing programmes within District. Management of the implementation of the National and Provincial Housing programmes and policies in the District. Source and oversee the implementation of a wide range of models and scenarios to establish Human Settlements and service delivery. Participate in the Development of the Departmental strategic plan and Annual Performance plan. Ensure that the business plan is in line with the priorities set out in the Provincial growth and development strategy and plan. Facilitate the development of a series of high-level plans for the establishment of centres of competence. Develop and implement a strategic partnership and engagement with the Department of Trade and Industry and other stakeholders in developing sustainable Human Settlements. Overall management of both financial and human resources for the directorate.

**ENQUIRIES** : Mr V. Bidi Tel No: 018 388 5510

**POST 02/340** : **DIRECTOR: FINANCIAL ADMINISTRATION REF NO: H/S 04/2023**  
Directorate: Financial Administration  
(Re-Advert)

**SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13), all-inclusive remuneration package  
: Head Office (Mmabatho)  
: Matric/Grade 12 plus Bachelor Degree (NQF Level 7 as recognised by SAQA) in Financial Management/ Accounting/Internal control Management. Public Service Pre-entry certificate for SMS will be required before appointment. 5 years relevant experience Financial Management/ Accounting/ Internal Control/ Audit field at Deputy Director Level. Valid driver's Licence. Competencies/Knowledge/Skills: In-depth knowledge and understanding of relevant legislation, prescripts and processes governing public service such as PFMA 1996, Treasury regulations, RAP, Labour relations Act, Financial manuals, and other relevant legislation and prescripts. Risk management & internal control methodologies and strategies. Knowledge of management and links of Government Financial Systems (BAS PERSAL and Walker). Strategic capability and leadership. Project Management. Financial Management and Accounting. Strong analytical and problem-solving skills. People management and empowerment. Computer skills.

**DUTIES** : Manage the Department's financial information systems. Manage the Department's revenue, debts and payments of creditors. Manage effective financial accounting services. Manage Department's financial planning, budgeting and reporting process. Ensure the development and maintenance of effective, efficient and transparent internal control and risk assessment/management of the unit. Management of staff performance and Perform ad hoc tasks as delegated by the CFO.

**ENQUIRIES** : Ms T Sewedi Tel No: 018 388 3601

**POST 02/341** : **DIRECTOR: STATUTORY BODIES SECRETARIAT SERVICES REF NO: H/S 05/2023**  
 (Re-Advert)  
 Directorate: Statutory Bodies Secretariat Support Services

**SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13), all-inclusive remuneration package  
 : Head Office (Mmabatho)  
 : Matric/Grade 12 plus Bachelor Degree (NQF Level 7 as recognised by SAQA) in Public Administration/Law, LLB or any other relevant, equivalent qualification. Public Service Pre-entry certificate for SMS will be required before appointment. 5 years relevant Deputy Director level experience in Rental Housing / Tribunal environment. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of prescripts and processes available in the public service i.e. PFMA, Treasury Regulations, RAP, Labour Relations Act, In-depth knowledge of Housing Act, policies and practices. Knowledge of public serviced reporting procedures. In-depth knowledge of Rental Housing Act. In-depth knowledge of Housing consumer protection measures Act. In-depth knowledge of Rental Housing Regulations and practices. In-depth knowledge of prevention of illegal eviction and unlawful occupation of land Act 19 of 1998.Strategic capability and leadership. Programme & Project Management. Financial Management and people management skills. Change management skills. Client orientation and customer focus. Analytic skills. Facilitation skills.

**DUTIES** : Manage the implementation of the rental housing Act in the province. Manage the promotion of the rental tribunal throughout the province. Manage and advice on complaints management process in respect of residential properties. Manage the effective utilisation of human and financial resources of the Directorate.

**ENQUIRIES** : Mr T Phetlhu Tel No: 018 388 5560