

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF HUMAN SETTLEMENTS**

- 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** : 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 T Completed. 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.

#### MANAGEMENT ECHELON

- POST 04/301** : **DIRECTOR: STATUTORY BODIES SECRETARIAT SERVICES REF NO: H/S 05/2023**  
Directorate: Statutory Bodies Secretariat Support Services (Retract From Circular 2 of 2023)  
(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 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
- POST 04/302** : **DIRECTOR: STAKEHOLDER ENGAGEMENT AND CAPACITY DEVELOPMENT REF NO: H/S 06/2023**  
Component: Stakeholder Engagement and Capacity Development
- 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/Public Facilitation/ Municipal Support 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 facilitation environment. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of prescripts and processes available in the public service i.e. PFMA, Treasury Regulations, Labour Relations Act, In-depth knowledge of Housing Act, policies and practices. Knowledge of public serviced reporting procedures. In-depth knowledge of Human Settlements prescripts. In-depth knowledge of Housing consumer protection measures Act. Strategic capability and leadership. Programme & Project Management. Financial Management and people management skills. Facilitation management skills. Client orientation and customer focus. Analytic skills. Facilitation skills.
- DUTIES** : Manage the implementation of human settlements capacity building programs to various stakeholders. Manage the implementation of housing consumer awareness programs. Facilitate accreditation of municipalities. Coordinate and facilitate empowerment of previously disadvantaged groups and emerging contractors. Manage the effective utilisation of human and financial resources of the Directorate.
- ENQUIRIES** : Mr T Phetlhu Tel No: 018 388 5560

## OTHER POSTS

- POST 04/303** : **OFFICE MANAGER REF NO: H/S 05/2023**  
Component: Office of the HOD
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), all-inclusive remuneration package  
: Head Office (Mmabatho)  
: Matric/Grade 12 plus National Diploma or Bachelor Degree (as recognised by SAQA) in Public Administration/management or any other relevant, equivalent qualification. 3-5 years' experience in executive office management. 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. Knowledge of public service reporting procedures. Knowledge of government prescripts. Ability to communicate with people from different background. Good telephone etiquette. Computer literacy. Sound organizational skills. Interpersonal skills. A high level of reliability. Written communication skills. The ability to act with tact and discretion. Special Requirements: travelling outside normal working hours. Willing to work Overtime, Flexibility and attention to detail. High code of business ethics. Objectivity and High level of confidentiality.
- DUTIES** : Provide administrative support to the office of the HOD. Maintain records and databases. Coordinate office operations. Produce correspondence and management reports. Provide secretarial support to HOD's meeting (including writing of reports, Minutes taking, compilation of action lists). Develop and maintain a database for meetings, minutes and decision. Introduce system and tools for effective management of meetings and follow up on the implementation of decisions. Produce weekly and monthly schedules to facilitate the coordination of the HOD's meetings. Manage HOD's diary and logistical arrangements. Manage human and financial resource in office of the HOD.
- ENQUIRIES** : Ms. R Modisakeng Tel No: 018 388 4818
- POST 04/304** : **INTERNAL CONTROL & COMPLIANCE OFFICER REF NO: H/S 07/2023 (X2 POSTS)**  
Component: Chief Financial Office
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Head Office (Mmabatho)  
: Matric/Grade 12 plus B-degree (with major in Accounting and Auditing) or National Diploma in Financial Management (with major in Accounting and Auditing) .1-2 years' experience in internal control or Auditing field environment. Valid driver's Licence. **Competencies/Knowledge/Skills:** Knowledge of prescripts and processes available in the public service i.e. PFMA, Treasury Regulations, Labour Relations Act, In-depth knowledge of Government Audit processes. In-Facilitation skills. Client orientation and customer focus. Analytic skills. Facilitation skills.
- DUTIES** : Development of the AG and PIA action plans as per the audit and management report. Conduct a working session with various directorates on proposed actions to address the issues raised by the Auditors. Liaise and follow-up with various directorates on the implementation of the agreed actions and on progress of AG and PIA action plans. Register and maintain POE file for action plans. Report monthly on status of AG and PIA action plan. Facilitate the process of identification and addressing unauthorized, irregular and fruitless and wasteful expenditure (UIFW) in the Department Conduct ad-hoc investigations as and when instructed to do so.
- ENQUIRIES** : Mr A Moopelwa Tel No: 018 388 4875
- 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** : 17 February 2023
- 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 African Males, followed by African Females, White Females, White Males and People with disabilities in the recruitment for these posts. 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 04/305** : **DEPUTY DIRECTOR: ICT SECURITY REF NO: NWP/OOP/2023/01**  
(Re-advert)  
Purpose: To manage and administer ICT Security in the NWPG
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), (all-inclusive package)  
: Mmabatho  
: A Bachelor's degree in Information Technology and/ or equivalent (NQF level and credits). 6-7 years' experience in information technology security of which three (3) years must be at Assistant Director Level. Knowledge, Skills and Competencies: Research and design techniques and methods experience. Qualitative and quantitative data collection, coding and surveys techniques experience. Qualitative and quantitative data collection experience. Computer literacy skills in Excel, Word, PowerPoint. Reporting skills. Critical thinking and analytical skills. Research activities and initiatives development and oversight. Effective oral and writing communication skills. Strategic and logical research interpretation and application skills.
- DUTIES** : Develop, monitor and evaluate ICT security policies, plans and ICT security mechanisms. The identification, classification, monitoring and assurance of ICT security information assets. Identify and mitigate network vulnerabilities. Understanding business impact of patch management with the ability to deploy patches in a timely manner. Oversee ICT Security risk assessment and awareness programmes in Provincial Government Departments. Management of staff.
- ENQUIRIES** : Mr. M.D.A Matshidiso Tel No: (018) 388 4145
- POST 04/306** : **DEPUTY DIRECTOR: RESEARCH AND EVALUATION REF NO: NWP/OOP/2023/02**  
Purpose: To coordinate Provincial Research Development, Evaluation and Innovation
- SALARY CENTRE** : R766 584 per annum (Level 11), (all-inclusive package)  
: Mmabatho

<b><u>REQUIREMENTS</u></b>	:	Three year appropriate tertiary qualification in Economics, Social Sciences, Population, Monitoring & Evaluation, Development Studies, Statistics, Innovation or related field at NQF level 6 and equivalent qualification (NQF Level and credits) .6-7 years' experience applicable to the relevant discipline of which 3 years should be at Assistant Director level. Knowledge: Research and Evaluation design techniques and methods. Qualitative and quantitative data collection and data encoding. Questionnaire design and administration. Understanding of national, provincial and local government structures and relationship. Social policy analysis and Monitoring and evaluation. Skills: Computer literacy skills in Excel, Word, PowerPoint. Reporting skills. Critical thinking and analytical skills. Data analysis; using statistical package for Social Sciences. Geographical Information systems. Effective communication and writing skills. Negotiation, facilitation and presentation skills. Research activities and initiatives development and oversight. Evaluation technique. Effective oral and writing communication skills. Strategic and logical research interpretation and application skills Coordination facilitation skills and Conflict management.
<b><u>DUTIES</u></b>	:	Develop and manage the provincial research and evaluation agenda. Identification, Commissioning and Undertaking of Provincial Research and Evaluation. Coordinate innovation initiatives in the province. Coordinate partnerships with knowledge institutions. Institute and coordinate evaluation in the province.
<b><u>ENQUIRIES</u></b>	:	Dr. JM Mosenogi Tel No: (018) 388 2845
<b><u>POST 04/307</u></b>	:	<b><u>ASSISTANT DIRECTOR: RESEARCH AND EVALUATION REF NO: NWP/OOP/2023/03 (X2 POSTS)</u></b> Purpose: To Facilitate and Coordinate Research and Evaluation in the NWPG
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R491 403 per annum (Level 10), (all-inclusive package) Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Three year appropriate tertiary qualification in Economics, Social Sciences, Population, Monitoring & Evaluation, Development Studies, Statistics, Innovation or related field at NQF level 6 and equivalent qualification (NQF and credits) .5 years' experience applicable to the relevant discipline of which 2 years should be at Supervisory level. Knowledge: Research and Evaluation design techniques and methods, Qualitative and quantitative data collection and data encoding, Questionnaire design and administration, Understanding of national, provincial and local government structures and relationship, Social policy analysis, Monitoring and evaluation. Skills: Computer literacy skills in Excel, Word, PowerPoint, Reporting skills, Critical thinking and analytical skills, Data analysis; using statistical package for Social Sciences, Geographical Information systems, Effective communication and writing skills, Negotiation, facilitation and presentation skills, Coordination facilitation skills, Conflict management and Evaluation techniques.
<b><u>DUTIES</u></b>	:	Facilitate the development and implementation of the Provincial Research Agenda. Facilitate and coordinate capacity building programmes for research at Provincial and local spheres. Facilitate research projects in support of the Provincial Priorities. Facilitating the establishment of the Provincial Research and Evaluation Council/Committee. Administering Research Data Warehouse. Foster and sustain partnership with knowledge institutions. Assist in handling research contracts MOU and MOA processes. Assist with Lease, network and build relationships with internal and external research stakeholders.
<b><u>ENQUIRIES</u></b>	:	Dr. JM Mosenogi Tel No: (018) 3882845
<b><u>POST 04/308</u></b>	:	<b><u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: NWP/OOP/2023/04</u></b> Purpose: To Facilitate Organisational Development services in the Office of the Premier
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 per annum (Level 09), (all-inclusive package) Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Three year appropriate tertiary qualification at NQF level 6 and equivalent qualification (NQF and credits). 3-5 years' experience applicable to the relevant discipline of which 2 years should be at Supervisory level. Knowledge, Knowledge of organisational development/design; Form design and control; Job evaluation system, procedure and methods study, Work processes and procedures; Compilation of management report; HR Planning; and Business

		process management. Service Delivery Improvement principles, change management techniques, Organisational Functionality Assessment, personal information system Skills: Good communication skills; Report writing skills; Planning and organising; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking; Research skills.
<b><u>DUTIES</u></b>	:	Facilitation of the design and development of strategic focus structure. Facilitation of the Process of Job Evaluation and development of Job Descriptions. Facilitation of process management and improvement. Development and implementation of Human Resource Policy and Planning. Development and maintenance of personnel information systems and Establishment control. Development and implementation of Service Delivery Improvement Programmes and Change Management.
<b><u>ENQUIRIES</u></b>	:	Mr. M.C Mdabe Tel No: (018) 388 1045
<b><u>POST 04/309</u></b>	:	<b><u>ASSISTANT DIRECTOR: DIRECTOR-GENERAL SUPPORT REF NO: NWP/OOP/2023/05</u></b> Purpose: To provide secretariat and administrative support to the Director General.
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Three year appropriate tertiary qualification at NQF level 6 and equivalent qualification (NQF and credits). 3-5 years' experience applicable to the relevant discipline of which 2 years should be at Supervisory level. Knowledge: Knowledge and understanding of Government policies, PFMA, PSA and PSR. Knowledge of computer. Skills: Organisational skills, Minute taking and report writing. Ability to utilise the computer. Formulate minutes and correctly capture the essence of discussions. People skills. Ability to conceptualize discussions and produce a concise yet accurate minutes. Good communication skills and Problem solving skills Research Skills.
<b><u>DUTIES</u></b>	:	Draft the monthly/weekly schedule of the DG. Manage the Director-General's extensive schedule of appointments both external and internal. Oversee responses drafted on enquiries received from internal and external stakeholders. Manage general support services in the Office of the DG; Set up and maintain systems in the Office that will ensure efficiency in the Office. Establish, implement and maintain effective processes /procedures for information and documents flow to and from the Office. Ensure the safekeeping of all documentation in the Office. Provide support to the DG; Record minutes/decisions and communicate/disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation. Compile the agenda of meetings chaired by the DG and ensure circulation of accompanying memoranda. Coordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc. Coordinate the performance Agreements/assessments and financial disclosures of the DG- Compile files for the DG with regard Governance structures meetings such as Broader Extech/FOSAD, etc. Compile memoranda as required. Scrutinise submissions/reports, make notes and recommendations to present to the DG. Draft responses for submission to internal and external stakeholders. Coordinate, follow-up, compile reports of a transverse nature for the DG, and advise/sensitize the DG on reports to be submitted (for example by Provincial Departments, Municipalities, Components etc.) and Compile presentations for the DG.
<b><u>ENQUIRIES</u></b>	:	Mr. M.I Tselangoe Tel No: (018) 388 4276
<b><u>POST 04/310</u></b>	:	<b><u>SENIOR NETWORK SPECIALIST REF NO: NWP/OOP/2023/07</u></b> Purpose: To offer advanced technical support services in the region.
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Dr Ruth Segomotsi Mompoti District (Vryburg)
<b><u>REQUIREMENTS</u></b>	:	Three year appropriate tertiary qualification at NQF level 6 and equivalent qualification (NQF and credits). 3-5 years' experience in relevant discipline of which 2 years should be at Supervisory level. Knowledge, Skills and Competencies: Knowledge of information and communication technology. Infrastructure technologies. Configurations. Knowledge of methods, tools,

		equipment and material used in server equipment testing, repair and maintenance. Software requirements. Network operating systems. Memory management and integration. Good Communication skills. Good telephone etiquette. Report writing skills. Computer and office application skills. Problem solving skills. Project management .Leadership and presentation .Technical skills. Knowledge of provincial government operations, mandates and ITIL understanding.
<b><u>DUTIES</u></b>	:	Facilitate and support the provincial network architecture. Implementation of software, configuration and network changes. Facilitate and support the desktop support function. Facilitate the Mobile Networking Support Function in the region and facilitate the provision of peripheral devices support in the region.
<b><u>ENQUIRIES</u></b>	:	Mr T.T Leseyane Tel No: (018) 388 4161
<b><u>POST 04/311</u></b>	:	<b><u>SENIOR INFORMATION OFFICER REF NO: NWP/OOP/2023/08</u></b> Purpose: To provide support in developing and managing the implementation of provincial performance Monitoring and Evaluation systems.
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Three year appropriate tertiary qualification at NQF level 6 and equivalent qualification (NQF and credits). 3-5 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level. Knowledge: Knowledge of System development and management; Statistical Data management. DPME policies and protocols. Report writing. Public service Regulations. Public Service Act and policies. Skills: Computer literacy skills in Excel, Word, PowerPoint, SPSS. Reporting skills; Good communication skills; Report writing skills; Planning and organizing; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking; Research skills.
<b><u>DUTIES</u></b>	:	Provide support in developing and managing the implementation of Provincial Monitoring and Evaluation (M&E) Systems; Configuration of Provincial Performance information on electronic M&E systems. Facilitate performance reporting on the electronic M&E reporting systems. Provide electronic system technical support to ensure smooth reporting on Provincial Monitoring and Evaluation System. Assist in developing electronic system protocol that provides guidance on implementation of the system. Archive datasets on departmental performance. To provide support in data and trend analysis; configure calculated fields and formulas for generation of dashboards on the electronic system. Produce ad-hoc provincial analysis as per request. Provide support in Capacity Building plan and provide training on the implementation of Monitoring & Evaluation Systems and Initiatives; Facilitate loading of provincial planning data on electronic systems. Development and automation of new electronic data collection and solutions of applications. To facilitate data collection for Provincial Statistical Information Warehouse; Source Provincial statistical data from data custodians.
<b><u>ENQUIRIES</u></b>	:	Mr K.E Mpolokeng Tel No: (018) 388 4952
<b><u>POST 04/312</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: NWP/OOP/2023/09</u></b> (Re-advert) Job Purpose: To provide administrative Supply Chain services
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Three year appropriate tertiary qualification at NQF level 6 and/ or equivalent relevant qualifications (NQF level and credits). 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory experience. Knowledge, Skills and Competencies: Knowledge and understanding of Government policies, Knowledge of computer, Good analytical and presentation skills, Self - management and motivation, Knowledge on the relevant legislation / policies / prescripts and procedures and Basic knowledge on financial administration. Good telephone etiquette, Sound organisational Skills, Good people skills and Basic written communication skills.

**DUTIES** : Supervise the Provision of general clerical support services; Oversee recording, organising, storing, capturing and retrieving of correspondence and data. Ensuring that registers and statistics are updated. Handling routine enquiries. Make photocopies and receive or send facsimiles. Ensuring Distribution of documents/packages to various stakeholders as required. Typing letters and /or correspondence when required. Maintaining the incoming and outgoing document register of the component. Supervise the Provision of supply chain clerical support services within the component; ensure liaising with internal and external stakeholders in relation to procurement of goods and services. Ensure Obtaining of quotations, complete procurement forms for the purchasing of standard office items. Monitoring Stock control of the office stationery. Ensuring maintaining of asset register of the component. The Provision of personnel administration support services within the Component; Maintaining a leave register for the component. Oversee maintenance of personnel records in the component. Oversee maintenance of attendance register of the component. Ensuring arrangement of travelling and accommodation. The Provision of administration support services in the component; Oversee Capturing and updating of expenditure in the component. Quality Assurance on subsistence and travel claims of officials and submit to manager for approval. Monitor the handling of telephone accounts and petty cash for the component. Human Resource Management; Handling of Job Descriptions; Management of Performance Agreement; Monitoring of Employee Performance.

**ENQUIRIES** : Ms. T.M Mooketsi Tel No: (018) 388 4043

**POST 04/313** : **HARDWARE TECHNICIAN REF NO: NWP/OOP/2023/10**  
Job Purpose: To offer day to day ICT technical support to all users of NWPG

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Rustenburg  
**REQUIREMENTS** : 3 year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications. 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 troubleshooting capabilities, experience in supporting Microsoft and Novell. Knowledge of Active Directory and Windows/Linux Operating systems. Good Communication skills. Good telephone etiquette. Report writing skills. Computer skills. Problem solving skills. Project management Leadership and presentation.

**DUTIES** : Support the provincial network infrastructure. Implementation of software, configuration and network changes (Release Management). Support the desktop, printers and automation function. Offer Support for Mobile Devices Connectivity. Offer Support for Peripheral Devices.

**ENQUIRIES** : Mr T.T Leseyane Tel No: (018) 388 4161