

**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** : Submitted via post to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag x90, Mmabatho, 2735 or hand deliver to Human Capital Management, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho
- FOR ATTENTION** : The Director: Human Capital Management
- CLOSING DATE** : 03 April 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 and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSSA 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. 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.

**OTHER POSTS**

- POST 10/311** : **DEPUTY DIRECTOR (CULTURAL AFFAIRS) REF NO: 2023ACSR36/NW**  
Arts and Culture Directorate
- SALARY** : R766 584 per annum (Level 11), all-inclusive package
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : Three (3) year National Diploma or Bachelor's Degree in Arts and Culture related field, Social Sciences or equivalent. Five (5) years' experience in the arts and culture environment of which three (3) must be in a supervisory level (Junior management). A valid driver's license. 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. Overall excellent verbal and written communication skills. Knowledge in: Arts and Culture Programmes,

- Human Resource Management, Arts Institutions Management, PFMA and Relevant Policies.
- DUTIES** : Coordinate the Directorate reports and other relevant documents. Perform oversight and provide support to entities of the Department of Arts, Culture, Sports and Recreation such as Mmabana, PHRA, PGNC, PLC and other non-Departmental entities. Coordinate the development of policies relevant to the field, including Community Art Centres and other institutions in the Province. Develop a strategy for the management of Community Art Centres. Provide support in the coordination of activities at Community Art Centres throughout the Province. Must be able to forge relations with all relevant stakeholders and structures.
- ENQUIRIES** : Ms N. Zahela Tel No: 018 3882815
- POST 10/312** : **SERVICE POINT MANAGER REF NO: 2023ACSR37/NW (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10)  
: Dr. Kenneth Kaunda District: Tlokwe Service Point  
: Three (3) year National Diploma or Bachelor's degree in Social Sciences or Management or equivalent qualification. At least five (5) years' experience with three (3) 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.
- DUTIES** : Analyse the Service Point'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. Manage budget, revenue collection and usage of resources. Liaise with all existing structures at service point. Prepare management information, reports and statistics.
- ENQUIRIES** : Ms C. Motjuwadi Tel No: 018 294 6860
- POST 10/313** : **ASSISTANT DIRECTOR (TECHNICAL SERVICES) REF NO: 2023ACSR38/NW**  
Library Services Directorate
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
: Head Office, Mmabatho  
: Degree in Library and Information Science/Information studies or Bachelor's Degree with postgraduate Diploma in Library and Information Science, Good knowledge and skills of an automated library management system. Three (3) years' experience in the specialised area of selection and acquisitions and or cataloguing and classification of which one (1) 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 Technical Services Unit which involves managing the selection and acquisition of library material for community libraries in the province and the Central Reference Library. Cataloguing and classification of library materials procured for community libraries. Physical processing and dispatch of library materials to District Libraries. Managing of inventory (library material) procured for community libraries and stored in the receiving warehouse.
- ENQUIRIES** : Mr L Segone Tel No: 018 384 9717
- POST 10/314** : **SENIOR ADMINISTRATION OFFICER (SPECIAL PROGRAMS) REF NO: 2023ACSR39/NW**  
Strategic Management Directorate
- SALARY CENTRE** : R331 188 per annum (Level 08)  
: Head Office, Mmabatho

<b><u>REQUIREMENTS</u></b>	:	A recognized three-year Bachelor's Degree/ National Diploma in Public Administration/Management or relevant equivalent. Two years relevant experience in working with Older Persons and Persons with Disabilities Programmes. Fair knowledge, understanding and application of government policies, procedures and legislation of Older Persons and Persons with Disabilities. Good communication skills. Report writing skills. Presentation skills. Problem-solving skills. Good interpersonal relations skills. Willingness to travel. Team player and willingness to work under pressure, after hours and during weekends. Computer literacy. Valid Driver's license.
<b><u>DUTIES</u></b>	:	Manage all activities relating to Older Persons and Persons with Disability programmes including Gender Based Violence programmes. Conceptualise, implement and report of projects in consultation with relevant stakeholders. Ensure compliance with policies and prescripts for the development of all Arts, Culture, Sport and Recreation programmes. Coordinate and implement advocacy/awareness programmes for both older persons and Persons with Disabilities including Gender Based Violence programmes in response to the transformation agenda. Work with different stakeholders to ensure the needs of elders and Persons with Disabilities including Gender Based Violence programmes in the Departmental sector are addressed. Ensure the compilation of the Departmental plans and reports on Job-Access Strategic Framework.
<b><u>ENQUIRIES</u></b>	:	Mr M.S. Mosimane Tel No: 018 3882851
<b><u>POST 10/315</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER (PLANNING) REF NO: 2023ACSR40/NW</u></b> Strategic Management Directorate
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R331 188 per annum (Level 08) Head Office, Mmabatho
<b><u>REQUIREMENTS</u></b>	:	A three year National Diploma/Bachelor's Degree in Monitoring and Evaluation or Planning or Public Management with equivalent qualification. Minimum of two years relevant 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.
<b><u>DUTIES</u></b>	:	Ensure compilation of institutional performance and strategic report. Coordinate and Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and systems. Facilitate and coordinate operational & strategic planning processes. Coordination of reports for Social Clusters, legislature etc. Coordinate the overall performance of Management Performance Assessment Tool. Conduct training and workshops on Management Performance Assessment Tool. Supervise staff training and development, performance and leave plan.
<b><u>ENQUIRIES</u></b>	:	Mr M Mosimane Tel No: (018) 388 2851
<b><u>POST 10/316</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER REF NO: 2023ACSR41/NW</u></b> (Human Resource Planning and Systems) Human Resource Administration Directorate
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R331 188 per annum (Level 08) Head Office, Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Matric certificate and a three-year National Diploma/ Bachelor's Degree in Human Resource Management or relevant (equivalent) qualification at NQF level 6. A minimum of three (3) years' experience in a role relating to Human Resources Information System (PERSAL) environment. A minimum of one (1) year experience in supervisory level. Understanding of HRM functions and role in the department. Should have completed PERSAL training courses in Introduction to PERSAL, Personnel Administration, Salary Administration and Establishment. PERSAL Controller Course and understanding of Vulindlela System would be an advantage. A valid driver's license. The candidate should have a willingness to travel. Skills and Competencies: Sound knowledge of the Public Service Act and Public Service Regulations. Sound knowledge of prescripts and policies in relation to Human Resources Information Systems. Good governance and Batho Pele Principles. In-depth knowledge and working

experience on PERSAL. Ability to implement changes, manage data and provide reports using PERSAL. Computer literacy in MS Programmes, especially in EXCEL. Project Management. Presentation Skills. Problem Solving and Analysis. Report writing and researching skills. People and Resource Management Skills. Communication Skills (both written and verbal). Good interpersonal relations and motivating skills. Innovative thinking. Attention to details imperative. Time management (organising, coordinating and planning). Ability to work individually and in a team. Ability to work under pressure. Ability to adapt to change. Take accountability and ownership.

**DUTIES** : To maintain human resource and staff establishment information system, Management of PERSAL in the HR sphere (PERSAL Control). Conduct an analysis of human resource information and produce reports to facilitate decision making in collaboration with other human resource units. Facilitate and co-ordinate the development, implementation and maintenance of the Departmental Human Resource Strategies (HR Plan and Employment Equity). Compile and maintain HR reports to ensure progress against set targets on HR Strategies. Provide advice on corrective actions related to HR Strategies where required. Provide the secretariat of the Employment Equity Committee. Supervision of staff.

**ENQUIRIES** : Ms W. Jacobs Tel No: 018 3882719

**POST 10/317** : **CHIEF PERSONNEL OFFICER REF NO: 2023ACSR42/NW**  
(Recruitment and Selection)  
Human Resource Administration Directorate

**SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Head Office, Mmabatho  
: A three-year National Diploma/ Bachelor's Degree in Human Resource Management or relevant (equivalent) qualification at NQF level 6. A minimum of three (3) years' experience in a role relating to recruitment and selection. A minimum of one (1) year experience in supervisory level. PERSAL Certificate introduction to PERSAL and Personnel Administration Knowledge of relevant prescripts. Good writing skills. Good interpersonal relations skills. The ability to work under pressure. Planning and organising skills. Computer literacy. A valid driver's licence.

**DUTIES** : Administer recruitment and selection processes. Implement qualification verification, reference checks and security clearance. Administer appointment, transfer, secondment and relocation. Approve all PERSAL transaction. Conduct exit interviews. Be responsible for general supervision and development of staff. Compile and maintain HR reports to ensure progress against set targets on HR Strategies. Provide advice on corrective actions related to HR.

**ENQUIRIES** : Ms W. Jacobs Tel No: 018 388 2719

**POST 10/318** : **SENIOR PROVISIONING ADMINISTRATION OFFICER (DEMAND MANAGEMENT) REF NO: 2023ACSR43/NW**  
Supply Chain Directorate

**SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Head Office, Mmabatho  
: A Bachelor's Degree or National Diploma in Accounting/ Financial Management/ Supply Chain Management or equivalent tertiary qualification in a recognized accounting field. A minimum of three (3) years' experience in a role relating to Demand Management. A minimum of one (1) year experience in supervisory level. Knowledge of the PFMA, Supply Chain Management prescripts, Treasury Regulations and other relevant legislation. Computer literacy with sound knowledge of the Ms Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Willingness to work cooperatively with others as a team and good communication skills. A valid drivers licence.

**DUTIES** : To coordinate the integration of the procurement plan. Assist and advice in determination of sourcing strategy per commodity. Collate, verify, and consolidate projects inputs into a Departmental Procurement Plan for delivery to be met within the identified timeframes. Ensure that the procurement of goods and services is in line with the approved Demand Management plan.

- Ensure that procurement processes are fully compliant with the SCM prescribed policies and prescripts. Ensure that the procurement of goods and services is in line with the approved Departmental Procurement Plan. Assist in collating information for both internal and external audit. Supervise staff within the unit in line with the Human Resources Management guidelines.
- ENQUIRIES** : Ms S. Pitso Tel No: 018 388 4136
- POST 10/319** : **SENIOR PROVISIONING ADMINISTRATION OFFICER (ACQUISITION MANAGEMENT) REF NO: 2023ACSR44/NW**  
Supply Chain Management Directorate
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Head Office, Mmabatho  
: A Bachelor's Degree or National Diploma in Accounting/ Financial Management/ Supply Chain Management or equivalent tertiary qualification in a recognized accounting field. A minimum of three (3) years' experience in a role relating to Acquisition Management. A minimum of one (1) year experience in supervisory level. Knowledge of the PFMA, Supply Chain Management prescripts, Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting System (BAS), and Walker System will serve as an added advantage. Computer literacy with sound knowledge of the Ms Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Willingness to work cooperatively with others as a team and good communication skills. A valid drivers licence.
- DUTIES** : To coordinate, review, undertake and implement the supply chain acquisition management framework and policies through the execution of the bidding process according to prescribed methodologies. Supervise, manage and monitor all transaction on bid and quotation administration. Ensure that bids are advertised and closed in time. Ensure manual and electronic tender registers and publish bids received on relevant tender portals. Attending and supporting site briefing meetings. Coordinate the evaluation of the administrative responsiveness criteria of bids and quotes. Perform secretariat function on Bid Committees and provide advisory services. Ensure evaluation reports comply with relevant and applicable prescripts. Manage and ensure communicate extension of validity period of bids. Liaise with Contract and Legal Administration on bids awarded. Supervise staff in line with the Human Resources Management Guidelines.
- ENQUIRIES** : Ms S. Pitso Tel No: 018 388 4136
- POST 10/320** : **SENIOR PROVISIONING ADMINISTRATION OFFICER (ASSET & DISPOSAL MANAGEMENT) REF NO: 2023ACSR45/NW**  
Supply Chain Management Directorate
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Head Office, Mmabatho  
: A Bachelor's Degree or National Diploma in Accounting/ Financial Management or equivalent tertiary qualification in a recognized accounting field. A minimum of three (3) years' experience in a role relating to Provisioning Administration. A minimum of one (1) year experience in supervisory level. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting System (BAS), and Walker System. Computer literacy with sound knowledge of the Ms Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Willingness to work cooperatively with others as a team and good communication skills. A valid driver's licence.
- DUTIES** : Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Update new additions, movements, transfers and disposals. Reconcile BAS with the Asset Register on monthly basis. Monitor all entries made on the Asset Register as per minimum requirements. Update inventory lists. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Perform quarterly asset count. Conduct Bi –annual physical verification of

movable assets and reconcile against the Asset Register and Trial Balance. Implement and manage registers for Finance Leases. Ensure reconciling items are cleared. Ensure proper annual reporting and reconciliations. Quality assurance of asset management processes. Assist on preparing AFS for interim & final audit for both internal & external Auditors. Supervise staff within Asset Management in line with the Human Resources Management guidelines. Ms S. Pitso Tel No: 018 388 4136

**ENQUIRIES**

**POST 10/321**

**SENIOR ICT TECHNICIAN REF NO: 2023ACSR46/NW**  
Communications and Marketing Directorate

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

R331 188 per annum (Level 08)  
Head Office, Mmabatho  
Matric plus a recognised National Diploma (Information Technology) (NQF Level 6) or related Information Technology Qualification. At least three years relevant experience, with a minimum of one (1) year experience in supervisory level including experience in Desktop Support and Microsoft Certified Information Technology Professional, ITIL Foundation Certificate. At least two to Five years' experience in desktop/ IT support. Microsoft Certified Information Technology Professional and MAC client operating systems as well as various software packages.

**DUTIES**

To provide support end-user devices, software and applications. Responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. To diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software and hardware incidents, including operations systems (Windows and MAC) and across a range of software applications. To assist all our users with any logged IT related incident when called upon. To take ownership of issues by carrying out problems analysis to implement temporary or permanent fixes with the aim to restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents and upgrade different types of software and hardware, to resolve incidents with printers, copiers and scanners, maintain a first-class level of customers service ensuring that all customers are treated efficiently and in an appropriate manner, maintain excellent verbal communication skills with the ability to communicate effectively with staff. To create, maintain and publish relevant support documentation in order to assist all staff in the quick resolution of their incidents and service requests and enable users to become more self-sufficient. Attend GPG outreach programmes for the citizens.

**ENQUIRIES**

Mr D. Mogorosi Tel No: 018 388 2751

**POST 10/322**

**SENIOR STATE ACCOUNTANT REF NO: 2023ACSR47/NW**  
(Expenditure Management)  
Financial Management Directorate

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

R331 188 per annum (Level 08)  
Head Office, Mmabatho  
Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.COM Accounting (Accounting). Minimum of three years' experience in a financial management environment, with a minimum of one (1) year experience in supervisory level. Knowledge of Accounting and Basic Accounting System. Public Finance Management Act. Treasury Regulations. Banking and cash management. Basic Accounting System (BAS) and Walker Skills: Advanced computer literacy (Spreadsheet techniques). Ability to communicate at all levels. Problem solving. A valid drivers' licence.

**DUTIES**

Authorise payment vouchers, supervise the verification of accuracy and timeliness of payments recorded. Process payments on Walker-BAS, Monthly compilation of payment reports, Reconciliation of creditor's payments. Follow up on outstanding payments and ensure timeous payments to service providers. Scrutinise supporting documents for expenditure items to identify potential unauthorised, fruitless and wasteful and irregular expenditure and propose preventative actions. Develop and implement internal controls. Assist on preparing AFS for interim & final audit for both internal & external Auditors. Respond to audit findings and correct audit exceptions relating to payments.

	:	Assist in implementing audit action plans. Supervise staff in line with the Human Resources Management guidelines.
<b><u>ENQUIRIES</u></b>	:	Ms K. Marumo Tel No: 018 388 2684
<b><u>POST 10/323</u></b>	:	<b><u>CULTURAL OFFICER (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R269 214 per annum (Level 07)
	:	Dr Kenneth Kaunda District: Maquassi Hills Service Point Ref No: 2023ACSR48/NW (X1 Post)
	:	Bojanala District: Moretele Service Point Ref No: 2023ACSR49/NW (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree/National Diploma in Arts Administration. Minimum of 1-year relevant experience in the field of arts and culture. Computer literacy. A valid driver's license. Knowledge of applicable policies and procedures at provincial and national level. Knowledge of arts and culture and Public Service delivery strategies. Indigenous knowledge.
<b><u>DUTIES</u></b>	:	Identify, develop and promote artist and crafters as well as implement projects related to performing and visual arts and craft. Create awareness programmes for crafts, performing and visual arts and crafts. Render administrative functions in relation to programmes that are implemented. Implement and promote arts, culture and heritage programmes. Administer language programmes in the service point area. Develop and update database.
<b><u>ENQUIRIES</u></b>	:	Ms C. Motjuwadi (Dr Kenneth Kaunda District) Tel No: 018 2946860 Mr S.S Mothiba (Bojanala District) Tel No: 018 384 1891
<b><u>POST 10/324</u></b>	:	<b><u>SPORT PROMOTION OFFICER (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R269 214 per annum (Level 07)
	:	Dr Kenneth Kaunda District: JB Marks Service Point Ref No: 2023ACSR50/NW
	:	Ngaka Modiri Molema District: Ramotshere Moilwa Service Point Ref No: 2023ACSR51/NW
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or Bachelor's Degree in in Sport Management or equivalent qualification. Minimum of 1-year 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	JB Marks Service Point - Ms C. Motjuwadi Tel No: (018) 294 6860 Ramotshere Moilwa Service Point Mr M.R Molefe Tel No: 018 642 3972
<b><u>POST 10/325</u></b>	:	<b><u>STATE ACCOUNTANT REF NO: 2023ACSR52/NW</u></b>
<b><u>SALARY CENTRE</u></b>	:	R269 214 per annum (Level 07)
	:	Ngaka Modiri Molema District: Klein Marico Recreation Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.COM Accounting (Accounting). Minimum of 1-year experience in a financial management environment. Knowledge of: accounting and Basic Accounting System. Public Finance Management Act. Treasury Regulations. Banking and cash management. Working Knowledge of PASTEL. Advanced computer literacy (Spreadsheet techniques). Effective revenue management skills. Ability to communicate at all levels Thinking Demands: Data and gap analysis. Problem solving. Creativity. A valid drivers licence.
<b><u>DUTIES</u></b>	:	Supervise and render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification and approval (internal control). Verify processing of invoices (e.g. capturing of payments). Supervise filing of all documents. Supervise collection of cash 2. Supervise and perform salary administration support services. Receive and allocate salary advices.

Process and ensure the processing of salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Supervise the filing of all documents 3. Supervise and perform bookkeeping support services. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journals and verify the compilation of journals management accounting 4. Render a budget support service. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Supervise the distribution of documents with regard to the budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments. Supervise human resources/staff.

**ENQUIRIES** : Ms T. Naphakade Tel No: 018 381 1414

**POST 10/326** : **STATE ACCOUNTANT REF NO: 2023ACSR53/NW**  
(Expenditure Management)  
Financial Management Directorate

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Head Office, Mmabatho  
: Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.COM Accounting (Accounting). Minimum of 1-year experience in a financial management environment. Knowledge of accounting and Basic Accounting System. Public Finance Management Act. Treasury Regulations. Basic Accounting System (BAS) and Walker Skills. Advanced computer literacy. A valid driver's licence.

**DUTIES** : Ensure compliance to Pre-audit and post audit of payment vouchers. Ensure proper document control. Follow up on payment queries. Reconciliation of payments. Ensure that payment are made timeously. Authentication of processed payments. Supervise staff in line with the Human Resources Management guidelines.

**ENQUIRIES** : Ms K. Marumo Tel No: 018 388 2684

**POST 10/327** : **STATE ACCOUNTANT REF NO: 2023ACSR54/NW**  
(Budget and Cashflow Management)  
Financial Management Directorate

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Head Office, Mmabatho  
: Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.COM Accounting (Accounting). Minimum of 1-year experience in a financial management environment. Knowledge of: accounting and Basic Accounting System. Public Finance Management Act. Treasury Regulations. Banking and cash management. Advanced computer literacy (Spreadsheet techniques). Effective revenue management skills. Ability to communicate at all levels Thinking Demands: Data and gap analysis. Problem solving. Creativity. A valid driver's licence.

**DUTIES** : Ensure verification and allocation of all requisition according to the prescripts and procedures. Preparing and capturing of cash flow in BAS, compilation of journals. Ensure safekeeping of all financial records for audit purposes. Participate in the capturing of the EPRE budget; adjustment and rollover. Participate in the preparation of expenditure reports and budget maintenance etc. Supervision of staff in line with the Human Resources Management guidelines.

**ENQUIRIES** : Mr T Pitso Tel No: 018 388 5565

**POST 10/328** : **ADMINISTRATION OFFICER REF NO: 2023ACSR56/NW**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Ngaka Modiri Molema (Itsoseng Stadium)  
: Appropriate 3 year National Diploma (NQF level 6) as recognised by SAQA in Public Management/Administration or equivalent. Valid Drivers' license. Minimum of 1-year relevant experience in spheres of facilities management and administration. Knowledge of word processing, desktop publishing,



- spreadsheets and other related software. Sound knowledge of operation procedures of facilities or other comparable facilities. Good public relation skills and communication skills. Proven report writing and presentation skills. Good knowledge of the public sector and its regulatory and legislative framework.
- DUTIES** : Maintain departmental information and records. Maintain Itsoseng Stadium and ensure it is habitable. Manage the bookings of the stadium. Collect and bank revenue for the usage of the stadium. Ensure safety in the stadium. Subordinate supervision and management. Keep records of employees on a daily basis.
- ENQUIRIES** : Mr Marindi Tel No: 018 388 2774
- POST 10/329** : **FOREMAN REF NO: 2023ACSR55/NW**
- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Ngaka Modiri Molema District: Mmabatho Stadium  
**REQUIREMENTS** : Matric certificate. General working experience. Good listening skills. Good interpersonal relations. The ability to work under pressure. A valid driver's license.
- DUTIES** : Oversee and Supervise cleaners and groundsmen in the complex. Identify and facilitate purchasing of cleaning material and working tools. Ensure proper maintenance of equipment in the complex and its safekeeping. Oversee overall cleaning in the complex. Ensure that the turf is watered and maintained (turf maintenance). Oversee the general maintenance of complex. Ensure plants and trees pruned.
- ENQUIRIES** : Mr N Mohapi Tel No: (018) 392 4295
- POST 10/330** : **ADMINISTRATION CLERK REF NO: 2023ACSR57/NW (X1 POST)**
- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Dr Kenneth Kaunda District Office  
**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.
- DUTIES** : 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.
- ENQUIRIES** : Ms C. Motjuwadi Tel No: (018) 294 6860
- POST 10/331** : **HUMAN RESOURCE CLERK REF NO: 2023ACSR58/NW**  
Organisational Development Directorate
- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Head Office, Mmabatho  
**REQUIREMENTS** : Matric certificate. The following will serve as an added advantage, a minimum of one 1 year working experience in an Organisational Development environment. The candidate should have a willingness to travel. Skills and Competencies: Knowledge of clerical duties and practices. The ability to operate a computer, capture data accurately and collect statistics. Knowledge and understanding of the legislative framework, prescripts and regulations governing the public service. Knowledge of working procedures in terms of the working environment. Knowledge of practical establishment administration and functional knowledge of PERSAL. Batho Pele Principles. Computer literacy in the Microsoft Office package (especially Word, Excel). Good communication skills (verbal and written).
- DUTIES** : Render efficient and effective general administrative support services within the unit. Provide administrative support in the implementation and maintenance of the approved organisational structure. Assist in conducting Job Description investigations. Assist in the development of Job Descriptions. Assist with the maintenance of the departmental establishment on PERSAL System.
- ENQUIRIES** : Mr T. Makgolo Tel No: 018 3882731

- POST 10/332** : **HUMAN RESOURCE CLERK REF NO: 2023ACSR59/NW**  
(Recruitment and Selection)  
Human Resource Administration Directorate
- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Head Office, Mmabatho  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. The following will serve as an added advantage, a minimum of one 1 year working experience. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation skills. Computer literacy. Language skills. Communication skills (verbal and written). Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : Implement human resource administration practices. Recruitment and Selection (Advertisements, Appointments, Transfer, Verification of qualifications, Secretariat functions at interviews, Absorptions, Probationary periods). Address human resource administration enquiries. Respond to enquiries from internal and external clients.
- ENQUIRIES** : Ms W. Jacobs Tel No: 018 388 2719
- POST 10/333** : **HUMAN RESOURCE CLERK REF NO: 2023ACSR60/NW**  
(Conditions of Service)  
Human Resource Administration Directorate
- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Head Office, Mmabatho  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. The following will serve as an added advantage, a minimum of one 1 year working experience. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation skills. Computer literacy. Language skills. Communication skills (verbal and written). Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : Implement human resource administration practices. Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) or etc.). Performance management. Termination of service. Address human resource administration enquiries. Respond to enquiries from internal and external clients.
- ENQUIRIES** : Ms W. Jacobs Tel No: 018 388 2719
- POST 10/334** : **FINANCE CLERK REF NO: 2023ACSR61/NW**  
(Financial Accounting)  
Financial Management Directorate
- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Ngaka Modiri Molema District: Klein Marico Recreation Centre  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. The following will serve as an added advantage, a minimum of one 1 year working experience. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislation procedures and Treasury Regulations (Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Preferential Procurement Policy Framework Act (PPPFA), Financial manual). Knowledge of basic financial operating systems PASTEL. Job related skills: Planning and organising skills, Computer operating skills, Language skills, Good communication skills (verbal and written) and Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures.
- DUTIES** : Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g.

capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Monitor and follow up on debtor accounts. Register new debts. Follow up on debt related submissions (State Attorney Cases etc). Send Statements to debtors monthly either by post or by email. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.

**ENQUIRIES** : Ms T Naphakade Tel No: 018 381 1414

**POST 10/335** : **ACCOUNTING CLERK REF NO: 2023ACSR62/NW**  
(Payroll)  
Financial Management Directorate

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Head Office, Mmabatho  
: Applicants must be in possession of a Grade 12 Certificate. The following will serve as an added advantage, A Degree or Diploma in Financial Management, minimum of one year working experience. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislation procedures and Treasury Regulations (Public Finance Management Act (PFMA), Public Service Act (PSA), Public Service Regulations (PSR). Knowledge of basic financial operating system (PERSAL). Job related skills: Planning and organising skills, Computer literacy, Good communication skills (verbal and written) and Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures.

**DUTIES** : Collection of PERSAL material, sorting and distribution of payroll and IRP5's, pre-auditing and capturing of claims, allowances and deductions on PERSAL system. Oversee filing of documents, scanning of S&T documents before they are filled etc. Ensure the efficient and proper recording of documents, timeous submission of salary documents for auditors and other stakeholders.

**ENQUIRIES** : Ms Br Manyeneng Tel No: 018 388 4896

**POST 10/336** : **SUPPLY CHAIN CLERK REF NO: 2023ACSR63/NW (X4 POSTS)**  
Supply Chain Management Directorate

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
: Head Office, Mmabatho  
: Applicants must be in a possession of a Grade 12 Certificate. Job related knowledge: Knowledge of Supply Chain Management. Knowledge of Treasury Regulations. Knowledge of Government stores policies. Job related skills: Computer literacy. Communication skills (verbal and written). Organising skills. Good interpersonal skills.

**DUTIES** : Render demand and acquisition clerical support. Request inputs for demand and procurement plans. Prepare specifications. Assist with secretarial services for BID specification and evaluation committees. Prepare requests for quotations. Evaluation of received quotations. Provide weekly, monthly and quarterly reports to management. Report on fruitless and wasteful expenditure. Provide deviation reports. Maintain demand and acquisition registers. Draft memorandums. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in register database. Receive requests for goods from end users. Issue goods to the end user. Maintain goods register. Update and maintain register of suppliers. Promote the application of relevant legislation, policies and procedures. Ensure that the current policies are adhered to. Ensure that the standard operating procedures are followed. Ensure that the applicable processes are followed. Ensure that the delegations of authority are adhered to.

**ENQUIRIES** : Ms S. Pitso Tel No: 018 388 4136

<b><u>POST 10/337</u></b>	:	<b><u>DRIVER / MESSENGER (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R151 884 per annum (Level 04) Dr Kenneth Kaunda District Office Ref No: 2023ACSR64/NW (X1 Post) Head Office – Mmabatho Ref No: 2023ACSR65/NW (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum qualification of Grade 10 or Standard 8 or Lever 4 ABET qualification. Must have a valid minimum ECI (Code 10) driver's license with two (2) or more years' experience as a driver. Must be in possession of a recent PDP (renewed). Basic literacy and basic numeracy skills. Good command of English language. Ability to work under pressure. Sound Interpersonal relations.
<b><u>DUTIES</u></b>	:	Deliver and collect documents to and from stakeholders, deliver documents promptly and obtain signatures from recipients. Work as a messenger. Take vehicles to dealers for service and repairs; provide driving services to staff that need to be transported on official trips. Wash and keep vehicles clean and tidy. Ensure that all relevant documents are recorded and maintained according to legislative prescripts.
<b><u>ENQUIRIES</u></b>	:	Dr Kenneth Kaunda District Office - Ms C Motjuwadi Tel No: 018 2946860 Head Office - Mr M.S. Mosimane Tel No: 018 388 2851
<b><u>POST 10/338</u></b>	:	<b><u>SUPERVISOR CLEANER REF NO: 2023ACSR66/NW</u></b> Strategic Management Directorate
<b><u>SALARY CENTRE</u></b>	:	R151 884 per annum (Level 04) Head Office, Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Abet level 4/ Grade 12 Certificate or equivalent. Cleaning environment will serve as an added advantage. Must be computer Literate. Knowledge of cleaning procedures, health and safety requirements, basic records keeping and understanding of applying or using cleaning chemicals correctly (dilution/mix). Have Communication, interpersonal, problem solving and conflict resolution and Administrative skills.
<b><u>DUTIES</u></b>	:	Daily inspection to ensure hygiene and cleanliness, supervise cleaning staff and provide training, delegation of duties and control of cleaning materials. Asses and evaluate the performance of cleaners (PMDS). Effectively manage and control cleaning equipment. Order, receive and issue cleaning materials. Monitor the condition and availability of cleaning materials. Communicate with all stakeholders, Adhered to infection control. Knowledge of six priorities of minister and to carry lawful instructions given by an authorized.
<b><u>ENQUIRIES</u></b>	:	Mr M.S. Mosimane Tel No: 018 388 2851
<b><u>POST 10/339</u></b>	:	<b><u>CLEANER (X12 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R107 196 per annum (Level 02) Ngaka Modiri Molema District (Ramotshere Moilwa Service Point) Ref No: 2023ACSR67/NW (X1 Post) Dr Kenneth Kaunda District (Maquassi Hills Service Point) Ref No: 2023ACSR68/NW (X1 Post) Dr Kenneth Kaunda District (District Library) Ref No: 2023ACSR69/NW (X1 Post) Dr Ruth Segomotsi Mompoti District: Greater Taung Service Point Ref No: 2023ACSR70/NW (X1 Post) Dr Ruth Segomoti Mompoti District Office Ref No: 2023ACSR71/NW (X1 Post) Dr Ruth Segomotsi Mompoti District (District Library) Ref No: 2023ACSR72/NW (X1 Post) Bojanala (District Library) Ref No: 2023ACSR73/NW (X1 Post) Library And Archives (Head Office) Ref No: 2023ACSR74/NW (X2 Posts) Head Office Ref No: 2023ACSR76/NW (X3 Posts)
<b><u>REQUIREMENTS</u></b>	:	An ABET certificate. Experience in Auxiliary Services duties will serve as an added advantage. Basic knowledge of cleaning principles, Chemical use (dilution/mix), Knowledge of cleaning equipment to be used, Knowledge of Health and safety requirements, Knowledge of basic record keeping, Basic understanding of applying safety rules, basic understanding of applying or using chemicals correctly, Good communication interpersonal relations.
<b><u>DUTIES</u></b>	:	Provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, Waxing, Sweeping, Scrubbing and Vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of wastepaper. Freshening office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the restrooms by refilling the hand

- wash liquid soap. Replace toilet papers and empty wash waste bins. Report broken machines. Request cleaning materials. Assist with other duties as and when required.
- ENQUIRIES** : Ms T Naphakade: Ngaka Modiri Molema District Tel No: 018 381 1414  
 Mr Gopolang Valtyn: Dr Ruth Segomotsi Mompoti Tel No: 053 920 280162  
 Mr M.S. Mosimane: Head Office Tel No: 018 3882851  
 Ms Te Ross: Library Services Tel No: 018 388 3975
- POST 10/340** : **GROUNDSMAN (X5 POSTS)**
- SALARY CENTRE** : R107 196 per annum (Level 02)  
 : Bojanala District: Rustenburg Recreational Centre Ref No: 2023ACSR77/NW (X3 Posts)  
 : Ngaka Modiri Molema District: Mmabatho Stadium Ref No: 2023ACSR78/NW (X2 Posts)
- REQUIREMENTS** : An ABET literacy qualification. General working experience. Good listening skills. Good interpersonal relations. The ability to read and write. The ability to work under pressure.
- DUTIES** : Maintain and clean garden and surrounding areas. Clean equipment and storeroom. Maintain gardening tools and equipment. Undertake general maintenance, e.g. plumbing and unblocking drains. Plant and maintain trees and flowers. Assist in lifting tables and chairs around the centre. Rearrange the boardroom when necessary.
- ENQUIRIES** : Rustenburg Recreational Centre - Ms Thema Tel No: 014 594 8500  
 Mmabatho Stadium - Mr. N Mohapi Tel No: (018) 392 4295