

**PROVINCIAL ADMINISTRATION: NORTHWEST PROVINCE  
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** : 19 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 . 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). 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. Note: 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 12/240** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: 2023ACSR79/NW**  
(This is a re-advert and people that previously applied are encouraged to apply)
- SALARY** : R533 760 - R1 140 828 per annum. (Salary Determined in line with OSD Regulations, by number of years and appropriate post qualification legal experience)
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : Four-year degree in Law (LLB/B. Proc). At least 8 years' legal services experience (OSD). Admitted as an Attorney/Advocate. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations (PSR), Public Service Act (PSA), Promotion of Administration Justice Act (PAJA), Promotion of Administration Information Act (PAIA), Criminal Procedure Act, Law of Evidence, Constitutional Law, The Constitution of the Republic of South Africa, Unemployment Insurance Contributions Act (UICA), Unemployment Insurance Act (UIA), Labour Relations Act (LRA), Litigation Procedures. Skills: Communication, Listening, Time management, Report writing, Planning and organising, Liaison, Diplomacy, Policy Development, Networking, Interviewing, Financial management, Project management, Strategic management, Negotiation. Skills Required: Sound organising and planning, computer literacy, creativity, basic project management, good communication, presentation and reporting, good analytical and research skills, good drafting skills, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to

deadlines are essential, leadership and facilitation. Diplomacy is also a key criteria as the official will need to deal with senior leadership of the Department. Candidates must be in possession of a valid driver's license, which must be attached to the application and be able to travel.

**DUTIES** : Manage Litigation Matters. Determine liability on losses and damages to state property. Provide high quality litigation and related legal support services, including alternative dispute resolution assistance. Create an enabling environment for compliance with the prescripts of the Department. Assist the Department to improve co-operative and corporate governance, improved service delivery and promotion of empowerment. Provide litigation management services and general legal advice and ensure compliance by the department with the legislative framework relating to its core business and adherence to the rules of court. Attend to matters related to the determination of liability of officials who have caused losses/damages to state property and/or vehicles, where officials or third parties are found liable for any obligations towards the Department. Manage and facilitate the recovery of such obligations with the assistance of the State Attorney. Assist the department to ensure compliance with the Promotion of Administrative Justice Act, 2000 (Act No.3 of 2000) (PAJA) for the Department. Periodically conduct training and information sharing sessions regarding litigation and losses and damages to state property. Provide legal support and legal advice on the interpretation of legislation and the Promotion of Access to Information Act (PAIA) or the Promotion of Administrative Justice Act (PAJA) in appeal related matters. Deal with appeals received in accordance with the relevant processes and within the relevant time frames. Receive and respond to appeals related media queries, parliamentary queries, queries from stakeholders, including the appellants and applicants.

**ENQUIRIES** : Mr T Mpuisang, Tel. (018) 388 2739

**POST 12/241** : **ASSISTANT DIRECTOR: REVENUE AND TRANSFER PAYMENT REF. NO: 2023ACSR80/NW/**  
(Budget Management Directorate)

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum (level 09)  
: Head Office, Mmabatho  
: A Three year National Diploma /Degree in Financial Accounting/ Financial Management or equivalent. Two (2) years functional experience in Finance. Two (2) years supervisory experience. Public Service Act. Public Finance Management Act (PFMA). Legislative requirements: Public Service Regulations (PSR). National Treasury Regulations. Skills: Innovative/ Creative. Report writing. People Management. Financial Management. Communication (Both written and verbal). Computer Literacy. Time Management. Understanding and knowledge of preparation of IFS/AFS. Valid Driver's Licence

**DUTIES** : Management of Departmental revenue collection. Support district with revenue problems and queries. Monitor and supervise all transfer payments within the department. Coordination of all monthly income and expenditure reconciliation from Trading Account. Conduct workshop to all cashier and staff. Monitor compliance on all documents submitted for Transfer Payments and reports. Ensure submission of monthly and quarterly reports on all funds transferred to the Entities/Municipalities and other institutions on their expenditure reports to the Deputy Director for the IFS/AFS, Social Cluster and POE files.

**ENQUIRIES** : Mr T.Pitso, Tel (018) 388 5565

**POST 12/242** : **SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: 2023ACSR82/NW/**  
(Labour Relations Directorate)

**SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Head Office, Mmabatho  
: A 3-year National Diploma or Bachelor's degree in Labour Relations/Human Resource/equivalent qualification. Two (2) –three (3) years' relevant experience. In-depth knowledge of related legislation such as PSA, PSR, LRA, BCEA and PFMA. Proven exposure to collective bargaining processes and handling of individual and collective disputes/grievances. Good verbal and written communication skills. Facilitation and presentation skills. Mediation and conflict management skills. A valid driver's license and willingness to travel. Computer literacy and PERSAL training

**DUTIES** : Implement labour legislation. Advise and consult with line managers on labour relations matters. Proactively project and manage departmental risk on industrial action. Maintain labour relations database in the Department. Implement and maintain all labour relations programmes, policies and interventions for the Department. Prepare and provide relevant reports to the Head of the Human Resource Management.

- ENQUIRIES** : Mr L Ntsevu, Tel. (018) 388 4044
- POST 12/243** : **TRAINING COORDINATOR REF NO: 2023ACSR81/NW**  
(Human Resource Development Directorate)
- SALARY** : R269 214 per annum (Level 07))
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : Grade 12 Certificate and Degree/National Diploma in the field of Human Resource Management or Public Management or equivalent qualification. Two (2) years relevant experience within the HRD unit. Thorough knowledge of the Public Service Act, Public Service Regulations, Skills Development Act, Skills Levies Act and other applicable legislation. Presentation and facilitation skills, Computer literacy, Communication skills. Interpersonal relations skills. Problem solving skills. Planning and organising skills. Project management skills. Ability to work within a team and under pressure. Valid driver's license.
- DUTIES** : Assist in the development and implementation of a departmental training plan based on departmental needs. Analyse and identify departmental and occupational training, education and developmental needs. Prepare plans and budgets for training programmes. Organise and present/facilitate training programmes. Advise managers, supervisors and mentors in their training responsibilities. Administer the awarding of bursaries and grants process in the Department. Assist in the recordkeeping of employees training and recording their attendance. Compile data on training statistics. Assist in the development and implementation of Human Resources Development and Training policies within the framework of relevant legislation. Assist in the implementation (compliance) of the Skills Development Act.
- ENQUIRIES** : Mr I. Mmusi, Tel 018 3882743

#### **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** : 19 April 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 People with disabilities, Youth, African Males, followed by African Females, White Males and White Females 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 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 the South African Qualifications Authority evaluates foreign qualifications 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. SMS posts in the Public Service no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry

Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

#### MANAGEMENT ECHELON

**POST 12/244** : **DIRECTOR: SERVICE DELIVERY INTERVENTION REF NO: NWP/OOP/2023/11**  
Job Purpose: To manage and coordinate district wide service delivery improvement support programmes and Interventions.

**SALARY CENTRE REQUIREMENTS** : R1 105 383.per annum (Level 13) (all-inclusive package)  
: Bojanala  
: B degree in Public Administration, Social Science or equivalent qualifications NQF level 7 (NQF level and Credits). 6-7 years' experience in middle management. Knowledge, Skills and Competencies: Government Legislation; Local Government Prescripts, PFMA, LRA and PSA. Strategic capability and leadership, Programme and project management, financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication

**DUTIES** : The management and implementation of district service delivery intervention programmes based on the five concretes. Provision of access to government wide service delivery to priority communities through the implementation of community development workers programme at municipal level. The communication of public service delivery initiatives and reporting of community news worthy events.

**ENQUIRIES** : MR. EMS Matshe Tel: 018 388 3014

**POST 12/245** : **DIRECTOR: PROVINCIAL COUNCIL ON AIDS HEAD OF SECRETARIAT REF NO: NWP/OOP/2023/12**  
Job Purpose: To provide Secretariat services to the PCA and coordinate the implementation of multi-sectoral response to HIV, TB, and STIs.

**SALARY CENTRE REQUIREMENTS** : R1 105 383.per annum (Level 13)(All-Inclusive Package)  
: Mmabatho  
: Three- year tertiary qualification at NQF level 7 and /or equivalent qualification (NQF level and credits). 6-7 years' experience in middle management Knowledge, Skills and Competencies: Government Legislation; Local Government Prescripts, PFMA, LRA and PSA. Strategic capability and leadership, Programme and project management, financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication

**DUTIES** : Coordinate multi-sectoral response to HIV, TB and STIs in the Province; facilitate the development of the Provincial Implementation Plan (PIP), Provide advice on HIV, TB, STIs and related matters in the province, Coordinate the implementation of programmes and strategies for the Provincial multi-sectoral response to the epidemic, Provide overall guidance on the Implementation of the National HIV, TB & STIs strategic plan and other related matters, Monitor and evaluate HIV, STIs & TB programmes and strategies across all sectors, Facilitate the development and make inputs into the HIV and TB Research Agenda. Facilitate partnerships with PCA sectors and stakeholders; Provide secretariat support to the Council, Coordinate donors for HIV and TB agenda in the Province, Facilitate the development of partnerships with PCA stakeholders, Facilitate the development and implementation of a resource mobilisation strategy, and Coordinate multi sectoral advocacy programmes.

**ENQUIRIES** : MS. C.N Modise Tel: 018 388 5078

**POST 12/246** : **DIRECTOR: YOUTH ENTERPRISE SERVICES REF NO: NWP/OOP/2023/13**  
Job Purpose: To manage and oversee the coordination or youth entrepreneurship programmes in the province.

**SALARY CENTRE REQUIREMENTS** : R1 105 383.per annum (Level 13) (all-inclusive package)  
: Bojanala  
: Three- year tertiary qualification at NQF level 7 and /or equivalent qualification (NQF level and credits). 6-7 years' experience in middle management Knowledge, Skills and Competencies: Government Legislation; Local Government Prescripts, PFMA, LRA and PSA. Strategic capability and leadership, Programme and project management, financial management, change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication

**DUTIES** : The development and implementation of Provincial Youth Entrepreneurship Strategy and policies. The monitoring and evaluation of Youth Entrepreneurship programmes. The monitoring and evaluation contributions of sector department's municipalities, SOEs and private sector in growing sustainable youth businesses. Establishment and maintenance of partnerships with relevant stakeholders. Mainstreaming through sector specific youth catalytic programmes.

**ENQUIRIES** : MS. C.N Modise Tel: 018 388 5078

**POST 12/247** : **DIRECTOR: FORENSIC COORDINATION REF NO: NWP/OOP/2023/14**  
Purpose: To strategically manage and conduct forensic coordination in the Office of the Premier

**SALARY** : R1 105 383.per annum (Level 13) (all-inclusive package)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : Three- year Diploma/Degree in Commerce/Law/Auditing/Forensics and/ or equivalent qualification (NQF level and Credits). 6-7 years' experience of which five (5) years must be at middle management. Knowledge, Skills and Competencies: Knowledge of national, provincial and departmental legislation, policies and procedures. Extensive knowledge of fact-finding techniques and investigative procedures applicable to forensic Auditors/Investigators. Knowledge of fraud risk assessment and forensic audit planning techniques. Knowledge of South African Legal System. Knowledge of Inter-governmental relations. Knowledge of HR and administrative systems and processes. Knowledge of financial management prescripts and processes. Strategic capability and leadership, Programme and project management, financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication

**DUTIES** : Manage forensic coordination strategies. Manage forensic services methodology. Marketing forensic services and role in Provincial strategic processes. Monitor case/project planning and execution. Manage the provision of reports and monitor progress in forensic coordination and performance and human resource management

**ENQUIRIES** : Mr. I Tselangoe Tel: 018 388 4276

#### **OTHER POSTS**

**POST 12/248** : **DEPUTY DIRECTOR: FORENSIC COORDINATION REF NO: NWP/OOP/2023/14(X2 POST)**  
Purpose: To provide and conduct forensic coordination in the Office of the Premier

**SALARY** : R766 584.per annum (Level 11) (all-inclusive package)  
**CENTRE** : Bojanala  
**REQUIREMENTS** : Three- year Diploma/Degree in Commerce/Law/Auditing/Forensics and/ or equivalent qualification (NQF level and Credits). 6-7 years' experience of which three (3) years must be at Assistant Director Level. A Valid driver's license. Knowledge, Skills and Competencies: Knowledge of national, provincial and departmental legislation, policies and procedures. Knowledge of fact-finding techniques and investigative procedures applicable to forensic auditors/Investigators. Knowledge of fraud risk assessment and forensic audit planning techniques. Knowledge of South African Legal System. Knowledge of Inter-governmental relations. Knowledge of HR and administrative systems and processes. Knowledge of financial management prescripts and processes. Research and legal writing skills, Good Forensic and interviewing skills, Excellent communication skills (verbal and written), Good Interpersonal relations skills, Good analytical and Problem solving skills, Presentation skills, Planning organizing and people management skills, Conflict resolution skills, Good Reporting skills, Policy formulation skills and Computer literacy skills

**DUTIES** : Conduct Forensic Coordination Methodology. Manage the successful investigation and prosecution of cases of fraud, theft and corruption. Conduct Coordination in the investigation of cases. Provide Reports and monitor progress in Forensic Coordination. Monitor Project Management in Forensic Investigation. Form liaison with other state law enforcement agencies in order to identify trends of fraud and corruption in the province. Coordinate prosecutions, misconduct enquiries and recovery in liaison with state law enforcement agencies. Monitor project management of forensic investigations performed by appointed service providers. Perform where required certain pre-investigation reviews establishing determined facts before a full investigation process is initiated.

**ENQUIRIES** : Mr. I Tselangoe Tel: 018 388 4276

**POST 12/249** : **DEPUTY DIRECTOR: YOUTH ENTERPRISE SERVICES REF NO: NWP/OOP/2023/15**

Purpose: Facilitate the coordinate youth entrepreneurship programmes in the province.

**SALARY** : R766 584.per annum (Level 11) (all-inclusive package)  
**CENTRE** : Mmabatho

**REQUIREMENTS** : Three - year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 6-7 years' experience of which three (3) years must be at Assistant Director level. A Valid driver's license. Knowledge, Skills and Competencies: Knowledge of Public Service Act, Knowledge of Public Service Regulations; Knowledge of Labour Relations; Knowledge of the PFMA; Knowledge of Public Finance Regulations. Good communication skills; Problem solving skills; Report writing skills; Strong project management skills; Computer skills; Coordination; Planning and organization skills.

**DUTIES** : The development and implementation of Provincial Youth Entrepreneurship Strategy and policies. The monitoring and evaluation of Youth Entrepreneurship programmes. The monitoring and evaluation contributions of sector department's municipalities, SOEs and private sector in growing sustainable youth businesses. The establishment and maintenance of partnerships with relevant stakeholders. The mainstreaming through sector specific youth catalytic programmes.

**ENQUIRIES** : MS. C.N Modise Tel: 018 388 5078

**POST 12/250** : **DEPUTY DIRECTOR: PLANNING, COORDINATION & RESEARCH: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2023/16**

Purpose: To Coordinate Multi-Sectoral response to HIV, TB AND STIs in the province

**SALARY** : R766 584.per annum (Level 11) (all-inclusive package)  
**CENTRE** : Mmabatho

**REQUIREMENTS** : Three - year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 6-7 years' experience of which three (3) years must be at Assistant Director level. A Valid driver's license. Knowledge, Skills and Competencies: Sound and in-depth knowledge of relevant prescripts, application of human resource as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolution. Knowledge and Experience in HIV/AIDS. Knowledge and experience in Monitoring and Evaluation principles and methods, Knowledge and experience in research principles and methods. Computer literacy skills in Excel, Word, PowerPoint and Reporting skills. Good communication skills; Problem solving skills; Report writing skills; Strong project management skills; Computer skills; Coordination; Planning and organization skills.

**DUTIES** : Facilitate the development of the Provincial Implementation Plan (PIP). Provide advice on HIV, TB, STIs and related matters in the province. Coordinate the implementation of programmes and strategies for the Provincial multi-sectoral response to the epidemic. Provide overall guidance on the implementation of the National HIV, TB & STIs strategic plan and other related matters. Monitor and evaluate HIV, STIs & TB programmes and strategies across all sectors. Facilitate the development and make inputs into the HIV and TB Research Agenda.

**ENQUIRIES** : MS. C.N Modise Tel: 018 388 5078

**POST 12/251** : **DEPUTY DIRECTOR: COMMUNITY COORDINATION: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2023/17**

Purpose: To facilitate partnerships with PCA sectors and stakeholders.

**SALARY** : R766 584 per annum (Level 11) (all-inclusive package)  
**CENTRE** : Mmabatho

**REQUIREMENTS** : Three - year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 6-7 years' experience of which three (3) years must be at Assistant Director level. A Valid driver's license. Knowledge, Skills and Competencies: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the PIP plan legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and Other strategic documents; Good communication skills ; Problem solving skills; Report writing skills; Strong project management skills; Computer skills; Coordination; Planning and organization skills.

- DUTIES** : Provide secretariat support to the Council. Coordinate donors for HIV and TB agenda in the Province. Facilitate the development of partnerships with PCA stakeholders. Facilitate the development and implementation of a resource mobilization strategy. Coordinate multi sectoral advocacy programmes.
- ENQUIRIES** : MS. C.N Modise Tel: 018 388 5078
- POST 12/252** : **DEPUTY DIRECTOR: SERVICE DELIVERY AND INTERVENTION REF NO: NWP/OOP/2023/18**  
Purpose: To provide support on District wide Service Delivery Monitoring and Intervention
- SALARY CENTRE REQUIREMENTS** : R766 584.per annum (Level)(all-inclusive package)  
: Bojanala  
: Degree in Public administration, Development Studies, Social Science and/ or equivalent (NQF level and credits). 6-7 years' experience of which three (3) years must be at Assistant Director Level. Knowledge, Skills and Competencies: Communication, Leadership, Planning and execution, PFMA, PSR, PSA and Risk Management. Computer literacy skills in Excel, Word, PowerPoint, Reporting skills, Clear and logical written and verbal reports, facilitation, coordination, High standard in problem solving, motivation and minimum guidance, Ability to scope events, activities and process well thought out work plans; Good communication skills; Problem solving skills; Report writing skills; Strong project management skills; Computer skills; Coordination; Planning and organization skills.
- DUTIES** : Provide support on the Coordination of the identification of Service Delivery needs in the District. Provide support on Coordination to the conclusion of referrals on service delivery needs across the district. Provide support on Facilitation of the integrated service delivery intervention. Provide support on the Facilitation of integrated 10 by 10 campaigns on the District public participation programmes
- ENQUIRIES** : MR. EMS Matshe Tel: 018 388 3014
- POST 12/253** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING & SALARY ADMINISTRATION REF NO: NWP/OOP/2023/19**  
Purpose: To manage and provide salary administration services
- SALARY CENTRE REQUIREMENTS** : R766 584.per annum (Level 11) (all-inclusive package)  
: Mmabatho  
: To manage and provide financial accounting and salary administration services within the office. Requirements: Three-year tertiary qualification in financial related degree or national diploma, majoring in finance and auditing will be added advantage. A minimum of 6-7 years relevant experience of which three (3) years must be at Assistant Director level. Knowledge, Skills and Competencies: Experience in preparation of financial statement, practical knowledge and understanding of modified cash standard and GRAP as well as PFMA and Treasury regulation. Ability to meet deadlines and work under pressure.
- DUTIES** : Develop, implement and monitor the adherence to all relevant financial accounting and salary administration policies, systems, and processes. Preparation and coordination of interim and annual financial statement. Prevention of unauthorized, irregular, fruitless & wasteful expenditure in the office. Provision of payroll services, PAYE, assets & liabilities and debt management services. Provision of reconciliation and accounting services. Ensure timely payment of service providers in the office. Provision of banking services within the office. Ensure proper safeguarding of all financial accounting documents in the office. Ensure accurate and timely reporting within the office. The provision of personnel administration within the component.
- ENQUIRIES** : MR. O.W. Koikanyang Tel: 018 388 5043
- POST 12/254** : **ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: NWP/OOP/2023/20**  
Purpose: Assisting in providing Secretariat support to the EXCO Committees, Bokone Bophirima Premier is Coordinating Council (BBPCC) NWCC and Technical Cluster Committees in support of the functioning of the Cluster system.
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 9)  
: Mmabatho  
: Bachelor degree/National Diploma in Human Sciences/ Public Management and / or equivalent (NQF Level and Credits). 3-5 years relevant experience with emphasis on committee administration of which 2 years should be at supervisory level. Knowledge, Skills & Competencies: Relevant Knowledge of the Executive Council/ Cabinet processes and procedures will be added advantage. Broad knowledge and

understanding of Government policies, Knowledge and understanding of the Cluster System , Knowledge and ability to apply the prescripts of the Executive Council Procedural Manual , Minutes taking and report writing, Ability to utilize the computer and related IT technology, Written language skills, with specific reference to the ability to clearly formulate minutes and correctly capture the essence of discussion, Ability to understand , Communicate and write English, People skills, ability to conceptualize discussions and produce a concise yet accurate account of discussions and decisions, Strong Organizational skills, Good communication skills, Planning and Organising Skills, Coordination skills, Conflict resolutions, Problem solving, Project management & Leadership skills, Presentation Skills, Research Skills

**DUTIES** : To render efficient and effective administrative and Secretariat services to the Executive Council, Broad Executive Council Technical Committee, Executive Council Makgotla, Bokone Bophirima Premier Coordinating Council and Information Development/Governance & Administration/ Social Cluster. To provide support in managing and monitor the implementation of committee decisions, directives and resolutions. Management of Human Resources. To manage and maintain the record management in the Directorate within guidelines and systems established.

**ENQUIRIES** : Mr. M.I Tselangoe Tel: (018) 388 4276

**POST 12/255** : **CHIEF TRAINING OFFICER: TRAINING AND CAPACITY DEVELOPMENT REF NO: NWP/OOP/2023/21**  
Purpose: To provide training and capacity development programmes.

**SALARY** : R393 711 per annum (Level 9)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : Three year appropriate tertiary qualification at NQF level 6 and/or Equivalent qualifications (NQF level and Credits). 3 – 5 years' experience applicable to the relevant discipline of which 2 years should be at supervisory level Knowledge, Skills & Competencies: Knowledge of training needs assessment process and techniques. Knowledge of the principles and methods of curriculum and training design, teaching and instruction for individuals and groups, the measurement of training effects. Techniques and procedures for occupational education and training, simulation training, assessments, moderation and adult centred facilitation. Knowledge of SAQA unit standard development processes and related procedures. Administrative and Clerical procedures and systems such as word processing, managing files and records, designing forms, & other Office procedures and terminology. Education and Training quality assurance processes and procedures. Analytical research, Technical communication, Interpersonal Leadership, Presentation & facilitation Adult learning, Report writing, Computer skills and Technical skills

**DUTIES** : Coordinate the Analysis and assessment of Education, Training & Development (ETD) needs. Administer the Designing and development of learning material for ETD interventions. Provision of mandatory and transversal training Programmes. Evaluation of ETD interventions. Management and administration of the ETD function. GENERIC; Strategic Leadership and Policies and Strategies.

**ENQUIRIES** : Ms. T.E Tlhale Tel: (018) 388 1076256

**POST 12/256** : **ASSISTANT DIRECTOR: PLANNING & RESEARCH: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2023/22**  
Purpose: To coordinate multi-sectoral planning and research on matters related to HIV, STI'S and TB

**SALARY** : R393 711 per annum (Level 9)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : Three - year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits) 3-5 years' experience applicable in the relevant field of which 2 must be at supervisory level. A Valid driver's license. Knowledge, Skills & Competencies: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and Other strategic documents. Computer literacy skills in Excel, Word, PowerPoint and Reporting skills.

**DUTIES** : Facilitate HIV, STI'S and TB research matters; establish multi-sectoral HIV and AIDS research coordinating mechanism and a Provincial Research agenda. Provide relevant input on HIV, STIs and TB research matters. Facilitate the research database in collaboration with the Provincial Research Directorate. Participate in the Provincial



Research Forum. Manage circulation of information about any new research done in the province in relation to HIV, STIs and TB related matters. Develop Provincial Strategic Planning (PSP); Participate in the drafting of PSP and consultation process. Liaise Sub-Branch: Integrate Planning and SALGA during the development of PSP. Compile reports on consultation conducted with stakeholder. Consolidate inputs to the draft PSP. Facilitate the printing of the signed PSP. Participate in the distribution of printed PSP. Present the PSP to the Local and District AIDS councils. Provide support and guidance to government departments, NGO's, Businesses and Labour Organisations during the development of HIV, STI's and TB operational plans and facilitate the development of operational plans for Civil Society Sectors.

**ENQUIRIES**

: MS. C.N Modise Tel: 018 388 5078

**POST 12/257**

: **ASSISTANT DIRECTOR: MONITORING AND EVALUATION: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2023/23**

Purpose: To Monitor and evaluate HIV, STIs & TB programmes and strategies across all sectors

**SALARY**

: R393 711 per annum (Level 9)

**CENTRE**

: Mmabatho

**REQUIREMENTS**

: Three - year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 3-5 years' experience applicable in the relevant field of which 2 must be at supervisory level. A Valid driver's license. Knowledge, Skills & Competencies: Sound and in-depth knowledge of relevant prescripts, application of human resource as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and various Bargaining Council Resolution. Computer literacy skills in Excel, Word, PowerPoint and Reporting skills.

**DUTIES**

: Monitor the multi-sectoral interventions on HIV, STI'S and TB related matters; Participate in the development and review of the provincial monitoring and evaluation (M&E) Framework. Circulate the draft M & E framework to all relevant stakeholders and Structures. Consolidate stakeholder inputs for finalization of M & E framework. Popularize the approved M & E framework to all relevant stakeholders and structures. Participate in the development of M & E reporting tools for implementers of PSP. Collate and consolidate Provincial Implementation Plan progress reports from different sectors. Conduct data verification and quality assurance. Consult with relevant sectors where discrepancies are identified. Finalize the consolidated reports for analysis. Coordinate the Provincial Monitoring and Evaluation Committee. Provide support to District AIDS . Council secretariat on M&E related matters. Coordinate the M&E assessment of District M&E system using the prescribed tools. Compile reports on the assessment conducted. Evaluate and assess results of multi-sectoral interventions; Develop concept papers for the mid-term review and the end term review of the implementation of the PIP. Contribute to the facilitation of the reviews within the Province. Coordinate the Evaluation of the implementation of the PIP at the end of five years cycle. Coordinate sessions with relevant stakeholders, structures for popularisation of the findings of the evaluation conducted. Coordinate the implementation of the recommendations of the evaluation conducted.

**ENQUIRIES**

: MS. C.N Modise Tel: 018 388 5078

**POST 12/258**

: **ASSISTANT DIRECTOR: DISTRICT COORDINATION PROVINCIAL COUNCIL ON AIDS (REF NO: NWP/OOP/2023/24 2 POSTS)**

Purpose: To coordinate HIV and AIDS Strategy and facilitate multi sectoral partnerships in the district

**SALARY**

: R393 711 per annum (Level 9)

**CENTRE**

: Mmabatho

**REQUIREMENTS**

: Three - year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 3-5 years' experience applicable in the relevant field of which 2 must be at supervisory level. A Valid driver's license. Knowledge, Skills & Competencies: Knowledge of Research Methodology, M & E Frameworks and assessment tools. Knowledge of database management, Knowledge of HIV Strategies, legislation & policy frameworks, Knowledge of South African and Provincial environment with regard to HIV & AIDS. Knowledge of project management. Knowledge of financial management. Knowledge of the Public Service Legislative Framework. Computer literacy skills in Excel, Word, PowerPoint and Reporting skills

**DUTIES** : Coordinate HIV and AIDS Strategy in districts; Engage with municipalities on HIV, AIDS and TB Strategy, Facilitate the process of implementation of the Provincial Strategic Plan at district level, Coordinate a comprehensive multi-sectoral response to the challenges of HIV and AIDS, Mobilize communities through relevant structures in the implementation of the multi-sectoral response to HIV and AIDS, Collate data indicators as per the National Strategic Plan, Collate district HIV and AIDS related response reports and Maintain data base of programmes and sectors in the Province. Facilitate multi sectoral partnerships in the district; Engage with Municipalities and form Multi-sectoral Broker strategic partnership with relevant stakeholders in the district, Promote increased participation of all sectors in the district in the planning, implementation and evaluation of AIDS activities and Faciliate District partnership forums

**ENQUIRIES** : MS. C.N Modise Tel: 018 388 5078

**POST 12/259** : **ASSISTANT DIRECTOR: COMMUNITY MOBILIZATION AND PARTNERSHIP: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2023/25**  
Purpose: To mobilise communities and strengthen partnership for the implementation of Provincial strategic plan (PSP).

**SALARY** : R393 711 per annum (Level 9)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : Three - year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 3-5 years' experience applicable in the relevant field of which 2 must be at supervisory level. A Valid driver's license. Knowledge, Skills & Competencies: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations and Other strategic documents. Computer literacy skills in Excel, Word, PowerPoint and Reporting skills

**DUTIES** : Mobilise communities and coordinate multi-sectoral response; Coordinate civil society meetings on the implementation of PSP, Identify relevant structures with communities to support the implementation of PSP, Ensure participation of government departments and municipalities in mainstreaming HIV, STI's and TB, orm partnership with (South African Local Government Association (SALGA) for multi-sectoral response and Identify campaigns in line with the AIDS council calendar events. Strengthen public-private partnership on programmes related to HIV, STI and TB; Identify partners within business sector and private sector for the implementation of PSP, Facilitate the signing of Memorandums of Understanding (MOU's) with identified partners to support the province on the implementation of PSP, Consult with businesses and private sectors on matter related to HIV, STI and TB. Provide secretariat services to Provincial AIDS Council; Prepare and package documentation for the Provincial Aids Council meetings, Ensure invitations are circulated to PAC members as per agreement/ schedule follow up on the attendance list prepare confirmation and apology for the PAC chairperson and Facilitate the signing of minutes by the Chairperson of PAC Manager

**ENQUIRIES** : MS. C.N Modise Tel: 018 388 5078

**POST 12/260** : **ASSISTANT DIRECTOR: PROTOCOL REF NO: NWP/OOP/2023/26**  
(Re-Advert)  
Purpose: To Facilitate and provide Protocol services for the Premier

**SALARY** : R393 711 per annum (Level 9)  
**CENTRE** : Mahikeng  
**REQUIREMENTS** : Three-year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 3-5 years' experience applicable to the relevant discipline of which 2 years should be at supervisory level Knowledge, Skills & Competencies: Knowledge of Public Service Act and Public Finance Management Act; Government prescripts and procedures and Events management policies. Communication and Organisation skills, Project and event Management.

**DUTIES** : Facilitate the development and alignment of protocol systems with national standards. Provision of Protocol services to Premier at all official functions. The Facilitation of protocol services for all provincial events in North West Provincial Government. The Management of provincial guest lists. The facilitation of protocol training services in North West Provincial Government.

**ENQUIRIES** : Ms. B Mothobi Tel: (018) 388 3086

**POST 12/261** : **SENIOR ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT (IKATISONG SCHOOL OF GOVERNANCE) REF NO: NWP/OOP/2023/27**  
Job Purpose: To provide administrative Supply Chain services.

**SALARY** : R331 188.per annum (Level 08)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : 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 of Public policies, prescripts and practices, Knowledge of Skills Development and Knowledge of human Resource Development. Communication skills, Report writing skills, Facilitation and Coordination skills, Computer skills, Time management skills, Technical skills, Research skills and Analytical skills

**DUTIES** : Supervise the Provision of general clerical support services. Supervise the Provision of supply chain clerical support services within the component. The Provision of personnel administration support services within the Component. The Provision of financial administration support services in the Component. Human Resource Management.

**ENQUIRIES** : MR. EMS Matshe Tel: 018 388 3014

**POST 12/262** : **RISK OFFICER: ORGANISATIONAL RISK MANAGEMENT AND COMPLIANCE AUDIT REF NO: NWP/OOP/2023/29**  
Job Purpose: To provide support in organisational risk services and compliance audit.

**SALARY** : R331 188.per annum (Level 08)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : Three-year appropriate tertiary qualification in Risk Management, Accounting and Auditing at NQF level 6 and/ or equivalent relevant qualifications (NQF level and credits). 2-4 years' experience in Risk Management field of which 1 year should be at supervisory experience. Valid driver's license. Knowledge, Skills and Competencies: 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 and understanding of Government policies. Computer literacy, good presentation and facilities 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 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 meetings within the department. Assist with the planning of all quarterly risk committee meeting within the department and all logistics arrangements. Provide technical support to the directorate and any other duties given.

**ENQUIRIES** : Ms. D Ditibane Tel: 018 388 5714

**POST 12/263** : **ADMINISTRATIVE CLERK: ADMINISTRATIVE SUPPORT (IKATISONG SCHOOL OF GOVERNANCE) REF NO: NWP/OOP/2023/28**  
Job Purpose: To render administrative and clerical support services.

**SALARY** : 181 599.per annum (Level 5)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : 1-2 years National Higher Certificate in a relevant discipline at NQF level five and / equivalent qualification (NQF level and credits.) 0-2 years' experience applicable to the relevant discipline. Knowledge, Skills, Competencies Knowledge, and understanding of Government policies. Knowledge of computer. Good grooming and presentation. Self - management and motivation. Knowledge on the relevant legislation / policies / prescripts and procedures. Basic knowledge on financial administration. Good telephone etiquette. Sound organisational Skills. Good people skills and Basic written communication skills.

**DUTIES** : Provide general clerical support services. Provides supply chain clerical support services within the component. Provide personnel administration support clerical support services within the Component. Provide financial administration support services in the component.

**ENQUIRIES** : MR. EMS Matshe Tel: 018 388 3014

**POST 12/264** : **SECRETARY: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2023/29**  
Job Purpose: To render secretarial support service to the Director.

**SALARY** : 181 599.00 per annum (Level 5)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : 1-2 years National Higher Certificate in a relevant discipline at NQF level 5 and/ or equivalent qualifications (NQF level and credits). 0-2 years' experience applicable to the relevant discipline Knowledge, Skills, Competencies Knowledge: Knowledge of Secretarial services, typing, reporting writing and office management and Knowledge of prescripts public service regulations and PFMA, supply chain management. Planning and organisation, Communication skills, Ability to operate computer, Ability to type and Interpersonal relations

**DUTIES** : Provide a secretarial / receptionist support service to the manager; receive telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Record appointments and events in the diary of the director. Type documents for the director and other staff within the unit on a word processor and Operate office equipment like fax machines and photocopiers. Provide clerical support services to the director; Attend to corporate administration functions and loading of reports. Liaise with travel agencies to make travel arrangements and make follow-ups. Arrange meetings and events for the director and staff in the unit. Scrutinize routine submission / report and take notes or recommendations to the director. Attend to corporate Administrative functions and loading of report. Process travel and subsistence claims for the director. Processes all invoices that emanates from the activities of the work of the director. Records minutes of the meeting of the director. Drafts routines correspondence and reports. Receives records and distribute all incoming and outgoing documents. Handles the procurement standard items like stationery, refreshments and other activities and Collect all relevant documents to enable the director to prepare for meetings. Provide support to manager regarding meetings; Scrutinizes documents to determine actions / documents / other documents required for meetings. Collect and compile all necessary documents for the manager to inform him / her on the content. Records minutes / decisions and communicate to relevant role players, follow up on progress made. Prepare briefing notes for the manager as required and coordinate logistics arrangements for meetings when required. Knowledge of the procedures and processes that apply in the office of the Director.

**ENQUIRIES** : MS. C.N Modise Tel: 018 388 5078

**POST 12/265** : **SECURITY OFFICER REF NO: NWP/OOP/2023/30**  
Job Purpose: To implement and administer provincial Physical Security standards

**SALARY** : R181 599.00 per annum (Level 5)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : 1-2 years National Higher Certificate in a relevant discipline at NQF level 5 and/ or equivalent qualifications (NQF level and credits). 0-2 years' experience applicable to the relevant discipline. Register with PSIRA and Valid driver's license. Knowledge, Skills, Competencies Knowledge: Knowledge of prescripts and process applicable in Public Service and Legislation promoting good governance e.g. MISS documents, Protection of Access to Information Act and National Strategic Intelligence Act. Communication skills, Interpersonal skills, Computer literacy, Conflict management and Problem solving.

**DUTIES** : Administer compliance with security management policy and procedures; Conduct daily advocacy of access control guidelines to employees. Conduct daily issuing and programming of access cards. Conduct daily assistance on key control measures. Conduct daily monitoring of control room. Conduct daily maintenance of CCTV cameras. Conduct daily service of fire extinguishers. Administration and implementation of physical security; Conduct daily issuing of permits with removal of assets and Conduct daily maintenance of security systems.

**ENQUIRIES** : MR. S Mabasa / Mr. Matshavhange Tel: 018 388 3021/ 4694

**POST 12/266** : **CLEANER REF NO: NWP/OOP/2023/31 (X3 POSTS)**  
Job Purpose: To provide cleaning and housekeeping services to Office of the Premier – North West Province.

**SALARY** : R107 198 per annum (Level 2)  
**CENTRE** : Mmabatho  
**REQUIREMENTS** : Grade 10 and /equivalent qualifications. 1–2-years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of cleaning. Cleaning skills. Communication skills.

**DUTIES** : Clean offices corridors, garages and Boardrooms. Keep and maintain cleaning machines and equipment. Provision of refreshment during meetings.

**ENQUIRIES** : Mr. T Koko, Tel: (018) 388 3540 / Mr. E Lerefolo, Tel: (018) 388 3439

## DEPARTMENT OF SOCIAL DEVELOPMENT

*The North West Department of Social Development is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.*

- APPLICATIONS** : The Director Human Capital Management , Department of Social Development, Private Bag x 6 MMABATHO 2735 , Ground Floor Provident House Building, for Attention Mr Sbusiso Zwane.
- CLOSING DATE** : 19 APRIL 2023 at 16H00
- NOTE** : Applications must be accompanied by Improved Z83 Employment Form (81/971431) obtainable from any Public Service Department and accessible on the DPSA website, [www.dpsa.gov.za](http://www.dpsa.gov.za). The improved Z83 Form must be fully complemented in all areas signed and dated, and a recent updated Comprehensive CV with at least names of three (3) referees with current contact details. Should the applicant use incorrect application form for employment (Z83), the application /s will not be considered for selection purposes (disqualified). Applicants should not submit copies / proof / certificates / attachments / driver's license / qualifications on application, 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 the application not being considered for selection. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/ transcript(s), Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not accepted. It will be expected of candidates to be available for selection interviews on a date , time and place as determined by the Department. The Shortlisted Candidates will be subjected to the Personnel suitability check. Incomplete applications will not be considered. Acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments, if you do not hear from the Department three months from the date of the advertisement consider your application unsuccessful. Previous employment records will be verified. All appointments are subjected to a positive qualifications verification as well as security clearance and vetting. They must also disclose or inform whether he / she is performing any additional remunerative work outside his / her normal duties. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain Pre-Entry certificate. (SMS Pre Entry Programme) is offered by the National School of government, information can be accessed via this link: <http://www.thensg.gov.za> . The appointee to SMS post must be in possession of such , prior to taking up the post.

## MANAGEMENT ECHELON

- POST 12/267** : **CHIEF DIRECTOR: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT**  
**REF NO: SD/2/26/23/E (4 POSTS)**  
Chief Directorate: Districts and Institutional Support Management
- SALARY** : R1 308 051 per annum (Level 13) (An all-inclusive remuneration package) The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, medical fund and flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement
- CENTRE** : District Offices – Ngaka Modiri Molema  
Dr Ruth Segomotsi Mompoti, Bojanala  
Dr Kenneth Kaunda
- REQUIREMENTS** : Grade 12. An undergraduate qualification in Management/Public Administration/Social Sciences/Program. Management or equivalent qualification at NQF Level 7 as recognised by SAQA. A postgraduate qualification (NQF Level8) will be an added advantage . Five (5) years' at senior management level Sound understanding of the functioning of the Public Service will be an added advantage . Pre-SMS entry certificate

is compulsory. A valid driver's license. Competencies: Strategic capability and leadership skills. Programme and project management skills Strong financial management skills, change management, problem-solving and conflict management skills . People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills . Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector and the social development environment.

**DUTIES** : Provide strategic leadership and management to the following programmes: District Co-ordination (District Office, service points, sub-offices. Institution Management. Corporate Services. Finance Administration and Management. Social Welfare Services. Specialist Social Services. Development and Research. Liaise and account to Government oversight structures. Liaise with key departmental partners. Develop and maintain social contact with the service beneficiaries of the Department. Establish and maintain good intergovernmental relations..

**ENQUIRES** : Mr AJ Mokgwsa, Tel: 018 388 3578/1660

**POST 12/268** : **CHIEF DIRECTOR CORPORATE SERVICES: REF NO: SD/2/27/23/E**  
Chief Directorate: Corporate Services

**SALARY** : R1 308 051 per annum (Level 13) (An all-inclusive remuneration package) The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, medical fund and flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement

**CENTRE REQUIREMENTS** : Provincial Office (Mahikeng)  
Grade 12 Certificate. Applicants must be in possession of an appropriate undergraduate qualification (NQF Level 7) as recognised by SAQA in Public Administration or relevant study (qualification) with at least five (5) years proven experience in a senior managerial position . Knowledge of Management, Service delivery innovation, Problem Solving and Analysis . Client Orientation and Customer Focus, Communication, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management . In depth knowledge and understanding of corporate services management in public service. A valid driver's license. Competencies:. Ability to conceptualise policy and apply it successfully. Ability to interact professionally and effectively with diverse stakeholders. Innovative, assertive and confident approach. Ample initiative and independent work ethics, self-motivated and reliable . Strategic capability and leadership . Financial Management. Excellent report writing, analytical thinking, decision making and problem solving. Client orientated customer and results driven . High level communication and presentation . Ability to interact at both strategic and operational level . Computer literacy . Ability to work under pressure. Project Management.

**DUTIES** : Oversee the rendering of Human Resource Management Services within the Department. Manage the provision of strategic support administration services . Manage the coordination of Departmental special programme in line with National and Provincial policies and programmes. Oversee the legal support services to the Department. Mange the co-ordination of strategic planning, monitoring and evaluation . Monitor security compliance within the Department. Monitor Communications Services within the Department. Provide financial and personnel leadership and ensure overall management and control of the chief directorate corporate services.

**ENQUIRES** : Mr AJ Mokgwsa, Tel: 018 388 3578/1660

**POST 12/269** : **DIRECTOR SUPPORT SERVICES: REF NO: SD/ 2/29/23/E**  
Chief Directorate: Corporate Services

**SALARY** : R1 105 383 per annum (Level 13) (An all-inclusive remuneration package) The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, medical fund and flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement

**CENTRE REQUIREMENTS** : Provincial Office (Mahikeng)  
Grade 12. An undergraduate qualification (NQF level 7) in Information Technology, Information Systems or any relevant to Support Services as recognised by SAQA. Five (5) years' experience at Middle Management level within the ICT field. Knowledge of and experience in the following: Information and Communication Technology (Systems, Infrastructure, Support and Maintenance). Minimum Information Security Standards. Minimum Physical Security Standards. Fleet Management. Auxiliary Services (Cleaning, Gardening, Telecommunication). A dynamic, proactive, problem-solving, service orientated approach to work and an understanding of and commitment to the strategic

objectives of the Department. A valid driver's license. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation skills. Problem-solving and analysis skills. People management and empowerment skills. Client orientation and customer focus. Communication skills. Honesty and integrity. Networking and presentation skills. Computer skills . Excellent, in-depth knowledge of and insight into all applicable policy frameworks governing the public sector and the Community Development environment.

**DUTIES** : Development and implementation of policies, strategies and systems. Management Information and Communication Technology (Systems, Infrastructure, Support and Maintenance) . Minimum Information Security Standards. Minimum Physical Security Standards. Fleet Management. Auxiliary Services (Cleaning, Gardening, Telecommunication services) to units of the Department . Management of resources (finance, human and assets).

**ENQUIRES** : Ms LM Gasealahwe, Tel No: (018) 388 3258

**POST 12/270** : **DIRECTOR INFORMATION RECORDS AND KNOWLEDGE MANAGEMENT: REF NO: SD/ 2/80/23/E**  
Chief Directorate: Corporate Services  
Directorate: Information , Records And Knowledge Management

**SALARY** : R1 105 383 per annum (Level 13) (An all-inclusive remuneration package) The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, medical fund and flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement

**CENTRE REQUIREMENTS** : Provincial Office (Mahikeng)  
Grade 12. Undergraduate qualification (NQF level 7) in Information Management, Information Systems, Information Technology or relevant qualification as recognised by SAQA. Minimum of 5 years' experience at Middle Managerial level within the relevant field. Knowledge and understanding of information, knowledge and records management systems, policies and regulations. Computer skills. Valid driver's licence. Knowledge of Public Service policies, rules and regulations, including the Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations and other related prescripts. Strategic capability and leadership. Programme and project management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Stakeholder relationship management. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation skills. Problem-solving and analysis skills. People management and empowerment skills. Client orientation and customer focus. Communication skills. Honesty and integrity. Networking and presentation skills . Computer skills. Excellent, in-depth knowledge of and insight into all applicable policy frameworks governing the public sector and the Community Development environment.

**DUTIES** : Ensure development, implementation and monitoring of information, knowledge and records management policies, strategies and systems. Ensure verification of performance information to enable reporting against set objectives. Facilitate development and implementation of information systems that support the provision of information, records and knowledge management services. Provide planning information to programmes to aid strategic and operational planning. Monitor the implementation of Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act, 3 of 2000. Establish records management centres and registry services. Coordinate and consolidate reports required by external authorities.

**ENQUIRES** : Ms LM Gasealahwe, Tel No: (018) 388 3258

#### OTHER POSTS

**POST 12/271** : **PSYCHOLOGIST GR 1: REF NO SD/ 2/28/23/E**  
Chief Directorate: Specialist Social Services  
Directorate: Crime Prevention

**SALARY** : R745 785 per annum (OSD) (An all-inclusive remuneration package)  
**CENTRE** : JB Marks Treatment Centre (DR Kenneth Kaunda District)  
**REQUIREMENTS** : Grade 12. An appropriate qualification that allows registration with the Health Professional Council of South Africa HPCSA as Psychologist in a relevant registration category e.g. clinical, counselling, educational, industrial, research, psychology.

Registration with HPCSA as Psychologist in any of the identified registration categories. No experience required after registration with HPCSA as Psychologist in respect of South African qualified employees who performed community service, as required in South Africa. Computer literate. A valid driver's license. Competencies: Knowledge of public service regulations and legislation regarding psychological services. Problem solving and analytical skills. Listening and communication skills . Networking, liaison and negotiation skills. Report writing and conflict resolution skills. Interpersonal and facilitation skills. Programme and people management. Policy development analysis and implementation. Honesty and integrity . Ability to conduct research. Project management. Financial management. Interpersonal skills.

**DUTIES**

: Conduct research and design psychological programmes. Policy development and analysis of psychological programmes. Development of systems in the management of psychological programmes. Keep up to date with new developments in the psychological and management fields. Monitoring and evaluation of psychological programmes. Monitor implementation and evaluate the effectiveness of the psychological programmes. National standard setting. Management of human resources, finance and assets.

**ENQUIRIES**

: Ms DC Monyemore, Tel No: (018) 294 5134

**POST 12/272**

: **SENIOR LEGAL ADMIN OFFICER MR6: REF NO: SD/2/17/23/E**  
Chief Directorate: Corporate Services

**SALARY**

: R797 901 per annum (OSD)

**CENTRE**

: Provincial Office (Mahikeng)

**REQUIREMENTS**

: Grade 12 certificate. LLB Degree NQF Level 7 as recognised by SAQA. At least eight (8) years post graduate legal experience. A valid driver's license . Admitted to practice as an Attorney or Advocate in the High Court of South Africa. Sound knowledge of. Public Finance and Management Act, Treasury Regulations, Public Service Regulations, Public Service Act, Promotion of Administration Justice Act, Promotion of Access to Information Act, Criminal Procedure Act, Law of Evidence, Constitutional Law, The Constitution of the Republic of South Africa, Labour Relations Act, Litigation Procedure, Batho Pele Principles, Basic Conditions of Employment Act, Employment Equity Act, Occupational Health and Safety Act, Employment Services Act, Departmental Policies and Procedures. Competencies: Planning and organizing, Communication, Computer Literacy, Listening, Time Management, Report Writing, Liaison, Diplomacy, Policy Development, Networking, Project Management, Negotiation, Presentation, Analytical, Financial Management.

**DUTIES**

: Manage the implementation of various pieces of legislation. Provide legal opinion in respect of the mandate of the Department. Co-ordinate the implementation of new legislation with provincial stakeholders. Draft legal documentation and reports and give advice to Senior Management on a variety of legal matters. Respond to petitions, representation and complaints from civil society and other Government Departments.

**ENQUIRIES**

: Mr T Ntuane, Tel No: (018) 388 2647

**POST 128/273**

: **DEPUTY DIRECTOR MONITORING AND EVALUATION: REF NO: SD/2/21/23/I**  
Directorate: Strategic Planning Policy Research Monitoring And Evaluation

**SALARY**

: R766 584 per annum (Level 11)

**CENTRE**

: Provincial Office (Mahikeng)

**REQUIREMENTS**

: Grade 12 Certificate . A recognized Bachelor's Degree or National Diploma in Monitoring and Evaluations. A minimum of five years recognizable experience as Assistant Director Knowledge of the Public Service Act and Regulations, Archives and Records Service of South Africa Act, PFMA, Treasury, Division of Revenue Act (DoRA), Promotion to Access to Information. Monitoring and Evaluation, Management legislation, policies, and directive . A valid driver's license.

**DUTIES**

: Facilitate and guide the development of the M&E Framework. Facilitate and guide the development of the Performance Information Policy covering the following: role and responsibilities, data validation, processes and procedures to collect. Manage and store data that enables the monitoring of progress against targets in the APP. Developing Standard Operating Procedures for the management of performance information of data management. Facilitate the implementation of the M&E policies, frameworks and guidelines. Developing guidelines on the writing of reasons for deviations and remedial actions . Co-ordinate and facilitate the implementation the integration of monitoring and evaluation processes in the Department. Submission of signed off comprehensive quarterly performance reports in accordance to the reporting prescripts. Consolidate monthly performance reports . Analysis of monthly and quarterly reports in line with the approved Departmental Annual Performance Plan. Submission of signed off



performance reports to DMC for inputs and approval and then submit to Provincial Treasury, DPME, OOP and National DSD. Facilitate the review of programme performance against the APP targets. Evaluate the performance of priority programmes against. Ensure review of Departmental performance against Strategic Plan. Co-ordinate performance information Audits and provide technical support on the review of APP technical indicator descriptions and targets to programmes. Compile, monitor and co-ordinate Departmental Performance information Post audit action plans for AGSA and PIA findings. Develop Annual Operational Plan and communicate the plan with the team. Make provision of Job Descriptions for supervisees. Monitor the utilization of directorate budget through expenditure reviews and reports and adhere to PFMA . Report on the strategic frameworks/plans in the area of functional responsibility . Keep records of asset and/equipment that are within the directorate through asset register . Develop procurement plan for the sub-directorate and compile expenditure reports.

**ENQUIRIES**

:

Ms LM Gasealahwe, Tel No: (018) 388 2832/2556

**POST 128/274**

:

**ASSISTANT DIRECTOR ORGANISATIONAL DEVELOPMENT: REF NO: SD/2/13/23/I**  
 Chief Directorate: Corporate Services  
 Directorate: Human Capital Management

**SALARY CENTRE REQUIREMENTS**

:

R393 711 per annum (Level 9)  
 Provincial Office (Mahikeng)  
 Grade 12 Certificate Couple with Bachelor's degree/National Diploma in Management Services/Operations Management/Production Management/Industrial Psychology/Human Resource Management . Certificate in Job Evaluation (Job Analyst) three (3)-five (5) years' experience in Organisational Development and Job Evaluation of which two (2) years must be at supervisor level. A valid driver's license.

**DUTIES**

:

Facilitate the development and implementation of the organisational structure . Provide job evaluation services and implementation of ministerial directives on job grading. Co-ordinate and manage the development of job grading. Co-ordinate and manage the development of job descriptions. Plan, Co-ordinate and carryout Work Study investigations of complex nature and make recommendations to promote services delivery. Co-ordinate development of Business Processes. Develop/review policies and guidelines with respect to the organisational structure, change management, job evaluations etc . Supervise, guide and develop staff.

**ENQUIRES**

:

Ms KT Sello, Tel No: (018) 388 2557

**POST 12/275**

:

**ASSISTANT DIRECTOR POPULATION POLICY PROMOTION: REF NO: SD/2/22/23/I**  
 Chief Directorate: Community Development  
 Directorate: Population Policy Promotion

**SALARY CENTRE REQUIREMENTS**

:

R393 711 per annum (Level 9)  
 Provincial Office (Mahikeng)  
 Grade 12 coupled with bachelor's degree in Population Studies, demography or Statistics. (3-5) Three years' experience within the field. Sound knowledge of demographic research. A valid driver's license,

**DUTIES**

:

Develop, implement, monitor and evaluate population policy, strategies and programmes. Conduct demographic research in consultation with relevant stakeholders. Develop and design capacity building programmes for the Directorate and government departments to implement the population policy. Facilitate the integration of population factors into the planning processes. Provide advocacy and information, education and communication activities to support population and development programmes. Conduct demographic profiling and population analysis.

**ENQUIRES**

:

Dr V Rampagane, Tel No: (018) 388 5092

**POST 12/276**

:

**ASSISTANT DIRECTOR RECORDS MANAGEMENT: REF NO: SD/2/23/23/I**  
 Chief Directorate: Corporate Services  
 Directorate: Records Information and Knowledge Management

**SALARY CENTRE REQUIREMENTS**

:

R393 711 per annum (Level 9)  
 Provincial Office (Mahikeng)  
 Grade 12 Certificate. A recognized bachelor's degree or National Diploma in Records Management or Library Services. A minimum of five years recognizable experience in Record Management of which three years must be at a supervisory level. Knowledge of the Public Service Act and Regulations, Records Management legislation, policies, and directives. A valid Driver's license.

**DUTIES** : Development, Implementation, and review of Departmental Records Management policy, File Plan Records control schedule and other related systems. Ensure compliance to Legislation (National Archives and Records Services, Promotion of Access to Information Act, Promotion of Administrative Justice Act, and PFMA etc.) Manage the Central Registry Services and record centres, Facilitate implementation of Electronic Document and Records Management System. Monitor compliance to Records Management systems and provide monthly reports. Ensure functionality of Registry and report non-compliance. Conduct records inspections in all offices. Management of Human, Financial and other resources.

**ENQUIRES** : Mr S Thipe, Tel No: (018) 388 2421

**POST 12/277** : **ASSISTANT DIRECTOR ACQUISITION MANAGEMENT: REF NO: SD/2/10/23/I**  
Chief Directorate: Financial Management and Administration  
Directorate: Supply Chain Management

**SALARY** : R393 711 per annum (Level 9)  
**CENTRE** : Provincial Office (Mahikeng)  
**REQUIREMENTS** : Grade 12 Certificate coupled with National Diploma or Degree in Supply Chain Management /Logistics/purchasing. Minimum of three to five years recognizable experience in Acquisition Management of which three must be at a supervisory level. Valid Driver's license. Knowledge relevant legislation and policies, PFMA, Treasury Regulations. Knowledge of BAS and WALKER Systems

**DUTIES** : Ensure compliance to PFMA, Treasury Regulations and national/ Provincial SCM policies issues in terms of government regulations. Develop, implement and monitor acquisition policies, procedures and process in line with SCM prescripts. Manage the development and maintenance of database of service providers and ensure complies with Central Supplier Database (CSD) and provincial requirements. Monitor contracts, supplier performance and compile acquisition monthly reports. Manage the department bid administration such as bid process advertisement compilation, awards and ensure compliance to legislative prescripts governing SCM. Supervise the activities of subordinates. Perform any other duties as directed.

**ENQUIRES** : Mr SJ Mnguni, Tel No: (018) 388 2798/2796

**POST 12/278** : **ASSISTANT DIRECTOR DEMAND MANAGEMENT: REF NO: SD/2/11/23/I**  
Chief Directorate: Financial Management and Administration  
Directorate: Supply Chain Management

**SALARY** : R393 711 per annum (Level 9)  
**CENTRE** : Provincial Office (Mahikeng)  
**REQUIREMENTS** : Grade 12 Certificate coupled with National Diploma or Degree in Supply Chain Management. Minimum of three to five years recognizable experience in Demand Management of which three must be at a supervisory level. Valid Driver's license. Knowledge relevant legislation and policies, PFMA, Treasury Regulations. Knowledge of BAS and WALKER Systems,

**DUTIES** : Ensure compliance to PFMA, Treasury Regulations and national/ Provincial SCM policies issues in terms of government regulations. Develop, implement and monitor demand management policies, procedures and process in line with SCM prescripts. Compile demand management monthly reports. Manage the department demand management plan and ensure compliance to legislative prescripts governing SCM. Supervise the activities of subordinates. Perform any other duties as directed.

**ENQUIRES** : Mr SJ Mnguni, Tel No: (018) 388 2798/2796

**POST 12/279** : **PROGRAMMER: REF NO: SD/2/12/23/I**  
Chief Directorate: Corporate Services  
Directorate: Support Services

**SALARY** : R331 188 per annum (Level 8)  
**CENTRE** : Provincial Head Office (Mahikeng)  
**REQUIREMENTS** : National Senior Certificate and a Degree (NQF level 7 as recognized by SAQA) or National Diploma (NQF Level 6) in Information Systems / Computer Science / Information Technology or and / or related field coupled with Minimum of 3 years relevant work experience using MS Visual Studio, ASP.net, C# with at least one year in Developing Database Systems using MS SQL. Good communication (verbal and written), problem solving, analytical, reporting and presentation skills. Computer literate (MS Word, Excel and Power Point).Skills and Competencies: Programming procedures, Data processing requirements, MS Visual Studio, ASP.net, C#, HTML, CSS, Java, SQL Server Integration Services(SSIS), MS Excel, MS SQL server or other database

software, Computer systems, operations equipment, programming languages, programming system analysis and design.

**DUTIES**

: Design and Develop Programmes: Perform system analysis and program development on assigned projects. Determine data needs, appropriate hardware and software, and operating instruction procedure. Assist in performing cost analysis of system changes and feasibility studies. Compile documentation of program development and revisions. Facilitate Setting - Up of Database: Conduct feasibility studies concerning database requirements and creation. Set up and create database for the department as required. Advises standards pertaining to the Data Base and Data Base Control and Recovery Concepts. Sets up generalization techniques for information retrieval and a library of retrieval programs which are of recurrent usage. Provide User Support Services: Consult with and provide assistance, information, and training for system users and other staff. Provision of reports as per user requirements. Documentation of instructions for computer operation. Render Support in the Development of Departmental Website: Create, design, develop, streamline and maintain web pages using MS Visual Studio, ASP.net, C#, HTML, CSS, Java Script and other similar programming languages. Utilize applications to ensure technical performance of web site and assess new technologies for applicability to the department's needs. Train Divisional personnel in use of MS Visual Studio, ASP.net, C#, HTML, CSS, Java Script and other similar programming language and web page design and maintenance.

**ENQUIRES**

: Mr K Tuabeng, Tel No: 018 388 2556

**POST 12/280**

: **CHIEF NETWORK CONTROLLER: REF NO: SD/2/32/23/I**

Chief Directorate: Corporate Services  
Directorate: Support Services

**SALARY**

**CENTRE**

**REQUIREMENTS**

: R331 188 per annum (Level 8)  
: Provincial Head Office (Mahikeng)  
: Matric plus a recognised National Diploma (Information Technology) (NQF Level 6) or related Information Technology Qualification or 2- 5 years' appropriate experience in technical support services. Knowledge of/experience in Windows Server Platform (AD, DNS, DHCP & Exchange). LAN Support (cabling and switches) and PABX knowledge. Microsoft Certified Information Technology Professional and MAC client operating systems as well as various software packages. High level of computer literacy and sound knowledge of the Microsoft Office Suite. ITIL Foundation Certificate and International Computer Drivers Licenses.

**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.

**ENQUIRES**

: Mr K Tuabeng, Tel No: 018 388 2556

**POST 12/281**

: **SYSTEMS DEVELOPER / WEB DEVELOPER: REF NO: SD/2/33/23/I**

Chief Directorate: Corporate Services  
Directorate: Support Services

**SALARY**

**CENTRE**

**REQUIREMENTS**

: R331 188 per annum (Level 8)  
: Provincial Head Office (Mahikeng)  
: National Senior Certificate, National Diploma/Degree as recognised by SAQA in Information Technology/Computer Science/Information Technology in Software development/Information Technology in Programming/Information Technology in Web Development. Knowledge of monitoring and evaluation, government policies and planning systems, government programme of action, public services regularity

framework, information management and performance management. A minimum of two (2) to three (3) years' experience as a junior developer/analyst programmer/web-based database developer in the software development environment using any of the following: Microsoft Power platform (PowerApps, Power Automate, PowerBI, Power Agent), NET programming in ASP.net, C-Sharp (C#), ASP.net, MVC; Microsoft Visual Studio NET; Microsoft SharePoint development; PHP; Drupal; WordPress, Joomla; Database Administration in either Microsoft SQL Server or MySQL or other relevant databases; Data Analysis & Modelling (Pandas, NumPy, Matplotlib, seaborn, SciPy); Machine learning and Deep Learning (Sklearn, TensorFlow, Keras, Pytorch). Must possess a valid driver's license.

**DUTIES** : Provide applications and systems support. Distribute surveys of user requirements. Maintain effective usage of software licensing. Provide advisory service to users. Assist in troubleshooting software application issues. Investigate and resolve application functionality related issues and provide first level support and troubleshooting of our business systems. Troubleshoot technical issues and identify modifications needed in existing applications to meet changing user requirements. Test all new system processes, adheres to all programming, testing and access and documentation standards. Provide programming for some in-house IT projects. Support the implementation and ongoing management of departmental systems. Provision of support to national/business systems.

**ENQUIRES** : Mr K Tuabeng, Tel No: 018 388 2556

**POST 12/282** : **SENIOR ADMIN OFFICER OD AND SERVICE DELIVERY: REF NO: SD/2/14/23/I**  
Chief Directorate: Corporate Services  
Directorate: Human Capital Management

**SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 8)  
: Provincial Head Office (Mahikeng)  
: Grade 12 Certificate coupled with Bachelor's Degree or National Diploma in Public Administration. At least three years' work experience in the relevant post. A valid driver's License.

**DUTIES** : Coordinate the development, Implementation and monitoring of Service Delivery Improvement Plans. Assist in the development and implementation of Service Delivery Improvement Plans. Development/review, implementation and monitoring of the complaint system. Conduct monitoring and evaluation of complaint management system. Implement and monitor Batho-Pele Principles programmes. Monitor compliance in districts, Institutions and service points. Conducting awareness on Batho-Pele Principles and service standards. Implement a capacity building programme on Batho-Pele in the province.

**ENQUIRES** : Mr KT Sello, Tel No: 018 388 2557

**POST 12/283** : **CHIEF PERSONNEL OFFICER APPOINTMENTS AND PERSONNEL MOVEMENTS: REF NO: SD/2/18/23/I**  
Chief Directorate: Corporate Services  
Directorate: Human Capital Management

**SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 8)  
: Provincial Head Office (Mahikeng)  
: Grade 12 Certificate. A Degree or National Diploma in Human Resource Management. Three to five (3-5) years' experience within the relevant field. PERSAL training. Personnel Administration certificate is mandatory. Competencies: Knowledge of relevant Public Service Legislation (e.g., Public Service Acts, Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Labour Relations Act) and Human Resource Management policies and directives. Ability to interpret and apply policies.

**DUTIES** : Implementation and monitor compliance in relation to appointment and personnel processes within the department. Verify and approve transactions on the PERSAL System. Ensuring correct implementation and capturing of appointments, promotions, translations, secondments, and transfers on the PERSAL System. Preparing periodic management and statistical reports as required. Supervise and manage staff. Prepare monthly and quarterly and annual report. Ensure timely processing and submission of approved documents to salaries section for authorization and implementation.

**ENQUIRES** : Ms MG Mokgadi, Tel No: 018 388 1664

**POST 12/284** : **SENIOR ADMIN OFFICER TRANSPORT MANAGEMENT: REF NO: SD/2/19/23/I**  
Chief Directorate: Corporate Services  
Directorate: Support Services

<b><u>SALARY</u></b>	:	R331 188 per annum (Level 8)
<b><u>CENTRE</u></b>	:	Provincial Head Office (Mahikeng)
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Bachelor's Degree or National Diploma in Transport Economics, Logistics Management or Public Administration, or relevant qualification. 3 – 5 years relevant experience in Government Fleet Management within the Public Service of which two years must be at a supervisory level. Good communication and interpersonal relations. Good knowledge of Transport Legislation, Policies, and procedures. Computer literacy. A valid driver's license. Advanced driving will be an added advantage.
<b><u>DUTIES</u></b>	:	Management of government fleet in line with Policy Provisions. Analysis and ensure timely submission of monthly VMS reports. Provision of reports (accident, renewal of disks, losses, service). Implement asset management procedures and ensure compliance. Conduct routine inspections to ensure compliance. Ensure compliance to Transport policies, procedures, prescripts and applicable legislation. Implement control measures to identify and prevent irregular, fruitless and wasteful expenditure. Management of personnel.
<b><u>ENQUIRES</u></b>	:	Mr ASS Moche, Tel No: 018 388 1506/2404
<b><u>POST 12/284</u></b>	:	<b><u>ADMIN OFFICER MONITORING AND EVALUATION: REF NO: SD/ 2/30/23/I</u></b> Chief Directorate: Corporate Services Directorate: Strategic Planning Policy Research Monitoring and Evaluation
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Provincial Office (Mahikeng)
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Three year Diploma / Degree in Administration or equivalent qualification. Course in Strategic Management or Monitoring and Evaluation will be an added advantage. Two years' experience in the field of Strategic Planning or Monitoring and Evaluation. Valid Driver's license. Computer literacy. Sound organizational and interpersonal skills. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	To compile Departmental monthly, quarterly and Annual Reports as per Treasury regulations. Conduct performance information verification and validations. Assist in facilitation and coordination of the Departmental Performance Reviews. Facilitate capturing of non-financial data on Provincial Information Management System and QPR system. Implementation of the Monitoring & Evaluation Framework.
<b><u>ENQUIRES</u></b>	:	Ms N Dila , Tel No: 018 3881642
<b><u>POST 12/285</u></b>	:	<b><u>PERSONNEL PRACTITIONER CONDITIONS OF SERVICE REF NO: SD/ 2/15/23/I (2 POSTS)</u></b> Chief Directorate: Corporate Services Directorate: Human Capital Management
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Provincial Office (Mahikeng)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 coupled with Bachelor's Degree or National Diploma in Human Resource Management, Public Administration. Three to five (3-5) year's Human Resource Management experience. PERSAL courses. Knowledge of Public Service Prescripts. A Valid driver's license. Competencies: Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (e.g., Public Service Act, Public Service Regulations), and Human Resource Management policies and directives. Ability to interpret and apply policies.
<b><u>DUTIES</u></b>	:	Administering all conditions of service and service benefits for the Department. Perform administrative duties pertaining to service terminations, pension administration, housing, injury on duty, Leave Administration, PILIR Administration, and all allowances applicable to Conditions of service. Responsible for capturing transactions on PERSAL, debt management. Knowledge of OSD. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars and maintain registers, audit leave records. Providing monthly, quarterly reports.
<b><u>ENQUIRES</u></b>	:	Mr O Metswamere , Tel No: 018 3881408
<b><u>POST 12/286</u></b>	:	<b><u>STATE ACCOUNTANT MANAGEMENT ACCOUNTING: REF NO: SD/ 2/24/23/I</u></b> Chief Directorate: Financial Management and Administration Directorate: Management Accounting
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Provincial Office (Mahikeng)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 coupled with three year tertiary qualification (National Diploma (NQF6)/B Degree (NQF7) or equivalent qualification) with a major in Accounting/ Financial

Accounting and Cost and Management Accounting up to third year level. A minimum of 2-3 years' relevant experience in the financial environment. Extensive knowledge and experience of BAS and Walker systems. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and Financial Management. Knowledge of other Public Service procedures and prescripts applicable to your area of work. A Valid driver's license (with exception of disabled applicants).

**DUTIES** : The successful candidate will be responsible for the following: Budget formulation-assist with the compilation and facilitating budget process (main budget and adjustment budget) in the Office. Monitor budget implementation (actual against budget)—monitor spending and receipts against expenditure and income budget respectively. Assist to consolidate and prepare supporting documents for completion of the budgeting processes (MTEF, ENE and AENE). Coordinate the process of monitoring of cash flow. Monitor budget implementation (actual against budget)—monitor spending against budget respectively. Assist to consolidate and prepare supporting documents for completion of the budgeting processes. Coordinate the process of monitoring of cash flow. Capture budget shifts and virements. Assist the process of the loading of budget (MTEF), adjustment budget estimates (AENE) and budget shifts/ virements on the BAS System. Compile and verify the accuracy of In-Year Monitoring (IYM) reports monthly and quarterly and submit to the supervisor and Manager for review. Adhere to ad-hoc requests from the Manager. Contribute to the preparation of the Interim Financial Statements and Annual Financial Statements..

**ENQUIRES** : Ms P Maponya , Tel No: 018 3881507

**POST 12/287** : **PERSONNEL OFFICER RECRUITMENT AND SELECTION: REF NO: SD/ 2/20/23/I**  
Chief Directorate: Corporate Services  
Directorate: Human Capital Management

**SALARY** : R181 155 per annum (Level 5)  
**CENTRE** : Provincial Office (Mahikeng)  
**REQUIREMENTS** : Grade 12 Certificate. A recognized Bachelor Degree or National Diploma in Human Resource Management, Public Administration. One year practical experience will serve as an advantage. Computer Literacy.

**DUTIES** : Implementation of recruitment and selection policy and procedures. Provide Human Resource technical support during shortlisting and interviews. Attending Human Resource related enquires. Provide basic administration services.

**ENQUIRES** : Mr S Zwane , Tel No: 018 3882470

**POST 12/288** : **CHILD AND YOUTH CARE TEAM LEADER: REF NO: SD/ 2/25/23/I**  
Chief Directorate: Specialist Social Services  
Directorate: Crime Prevention

**SALARY** : R164 391 per annum (OSD)  
**CENTRE** : Matlosana Secure Care Centre (Matlosana)  
**REQUIREMENTS** : Grade 12 Certificate or NQF level, FETC Child and youth Care Certificate/Qualification. Registration with the SACSSP Council and proof of payment of annual fees for current cycle. A minimum of seven (7) years' experience working as Child and Youth Care Worker after obtaining the required qualification, National Diploma or Degree in Child and Youth Care development will be added advantage. Valid driver's licence is required.. Competencies: Knowledge of the Public Service Legislations, Mental Health and Substance abuse related legislations. Must be able to work cooperatively with other, Must be able to build a positive relationship of trust with service users, Must be able to display good ethical and moral conduct, must be able to mentor, coach and provide continuous support, guidance, and advice to service user. Must be able to maintain a health interpersonal relation with others. Must be able to manage the performance and conduct of supervisees, Must be able to convey clear messages/information and write clear reports, Must be able to solve problems, Must be able to plan and organize own work and supervisees work, Must be able to ensure implementation of planned programs and activities for service users. Must be able the promotion and upholding of the rights of service users, Must know the rules and procedures of the treatment center's. Must be able to perform administrative tasks.

**DUTIES** : Supervise Child & Youth Care Workers. Manage work performance and development of the supervisees. Implementation of norms and standards of Inpatient treatment centres. Monitor compliance to relevant legislations and policies and promote service user's rights. Perform administrative functions including handling over, occurrence book monitoring, loss control inventory control management. Supervise life space intervention, assessment. IDP formulation/implementation. Ensure supervision and escorting of service users..

- ENQUIRES** : Ms P Fourie , Tel No: 018 4925037
- POST 12/289** : **CLEANER REF NO: SD/ 2/9/23/I (14 POSTS)**  
Chief Directorate: Corporate Services  
Directorate: Auxiliary Services
- SALARY CENTRE** : R107 196 per annum (Level 2)  
: Provincial Office (3 Post)  
Moretele (1 Post)  
Bojanala District (1 Post)  
Ngaka Modiri Molema (1 Post)  
Ramotshere Moiloa (1 Post)  
Tswaing (2 Post)  
Sonop (3 Post)  
aung Old Age Home (1 Post)  
Moretele (1 Post)
- REQUIREMENTS** : Grade 10 or equivalent. Adult education and training. One year relevant experience. Knowledge of cleaning materials and equipment. Ability to operate cleaning equipment as well as cleaning methods and procedures. Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Ability to work as part of the team. Ability to work around elderly people and have physical strength.
- DUTIES** : Cleaning Services: Sweeping floor, emptying dustbins, cleaning offices and workshops (where applicable). Monitor cleaning material and report stock levels. Utilize cleaning equipment and ensure their safe-guarding. Comply to Occupational Health and Safety requirements.
- ENQUIRES** : Mr ASS Moche , Tel No: 018 3881506/2404
- POST 12/290** : **DRIVER / MESSENGER REF NO: SD/ 2/31/23/I (3 POSTS)**  
Chief Directorate: Corporate Services  
Directorate: Auxiliary Services
- SALARY CENTRE REQUIREMENTS** : R151 884 per annum (Level 4)  
: Provincial Office (Mahikeng)  
: Grade 10 or equivalent, Valid Code 10 Driver's license with PDP plus 3 years driving experience. Competencies: Good communication skills. Good interpersonal relations. Patience, Assertiveness, Honesty and trustworthy. Listening Skills. Recording skills and knowledge of Transport policies.
- DUTIES** : Daily transportation of service beneficiaries, staff members to various destinations. Record & compile monthly log-sheets for pool vehicles. Organize for service appointments for pool vehicles. Load and unload goods and sort delivered items. Deliver and or collect mails, documents, stores items and stationery for the centre
- ENQUIRES** : Mr ASS Moche, Tel No: 018 3881506/2404
- POST 12/291** : **GROUNDSMAN REF NO: SD/ 24/08/2021 (2 POSTS)**  
Chief Directorate: Corporate Services  
Directorate: Auxiliary Services
- SALARY CENTRE REQUIREMENTS** : R107 196 per annum (Level 2)  
: Provincial Office (Mahikeng)  
: Grade 10 or equivalent AET qualification. One (1) year gardening experience. Basic literacy and numeracy skills. Communication skills. Good interpersonal relationship. Knowledge of Health and Safety Standards.
- DUTIES** : Sweeping and cleaning of the pavement and the surroundings. Maintenance of lawn, trees and flowers. Preparing grounds for functions. Loading and off-loading deliveries. Remove refuses to the relevant truck loading spot. Keep the centre's yard and surrounding clean and tidy. Reporting defects and faulty equipment's.
- ENQUIRES** : Mr ASS Moche , Tel No: 018 3881506/2404