

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

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

- APPLICATIONS** : Submitted via post to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag X90, Mmabatho, 2735 or hand deliver to Human Capital Management, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho
- FOR ATTENTION** : The Director: Human Capital Management
- CLOSING DATE** : 25 August 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 who previously applied for re-advertised posts are encouraged to re-apply. 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 27/279** : **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: 2023/ACSR97/NW (X1 POST)**
(Strategic Management Directorate)
(Re-advert)
- SALARY** : R811 560 per annum (Level 11), all-inclusive package
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : A 3-year bachelor's degree or National Diploma in Security Management. Minimum of five (5) years' relevant experience of which three (3) years' should be at an Assistant Director level. A valid Driver's license. Skills Required Change management skills. Good facilitation and presentation skills. Sound understanding of the PFMA, Treasury Regulations and other related prescripts. Communication (written and verbal). Analytical thinking. Good computer literacy in Microsoft Office suite (Word, Excel and Power-Point). Ability to work under pressure and deliver to tight deadlines. Ability to work under pressure Ability to work flexible hours.

DUTIES : Ensure the enforcement of physical security and access control. Ensure proper safeguarding of departmental assets. Ensure proper management of information security in the department. Liaise regularly with law enforcement agencies and other stakeholders. Ensure compliance with relevant security measures and Monitor the implementation thereof. Provide work environment services. The provisioning and maintenance of internal records management services. The provisioning of registry services. The provisioning of messenger services. The provisioning of cleaning services. Manage both human and financial resources of the Sub-Directorates.

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

POST 27/280 : **DEPUTY DIRECTOR: RECREATION PROGRAMMES REF NO: 2023/ACSR98/NW (X1 POST)**
(Sport and Recreation Chief Directorate)
(Re-advert)

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive package)
: Head Office, Mmabatho
: A 3-year National Diploma or Bachelor's degree in Sport Management or Public Administration. A valid Drivers' license. Minimum of five (5) years' relevant experience in spheres of Sport and Recreation of which three (3) years should be at a Junior Management level/Assistant Director. Knowledge: Extensive knowledge and understanding of the recreation industry and management. In-depth knowledge of government legislation, policies, provincial and national program of action. A high level of financial and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations. Change and knowledge management skills. Programme management and Service Delivery Innovation (SDI). Problem-solving and analytical skills. Client orientation and customer focus. Strong strategic and leadership abilities. Good communication and interpersonal skill. Good networking skills. Project management skills. Computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

DUTIES : Develop and facilitate the implementation of recreation programmes. Ensure promotion and support for recreation initiatives and opportunities. Ensure support for recreation structures and clubs in the Province Manage the development and implementation of recreation policies and strategies. Liaise with Municipalities to develop recreation facilities. Strategic Management of the unit.

ENQUIRIES : Mr G Marindi Tel No: (018) 388 2907

POST 27/281 : **DEPUTY DIRECTOR: COMMUNITY SPORTS REF NO: 2023/ACSR99/NW (X1 POST)**
(Sport and Recreation Chief Directorate)
(Re-advert)

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive package)
: Head Office, Mmabatho
: A 3-year National Diploma or bachelor's degree in Sport Management or Public Administration. A valid drivers' license Minimum of five (5) years' relevant experience in spheres of Sport and Recreation of which three (3) years' should be at a Junior Management level/Assistant Director. Key Competencies Extensive knowledge and understanding of the sport industry and management. In-depth knowledge of government legislation, policies, provincial and national program of action. A high level of financial and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations. Change and knowledge management skills. Programme management and Service delivery Innovation (SDI). Problem-solving and analytical skills. Client orientation and customer focus. Strong strategic and leadership abilities. Good communication and interpersonal skills. Good networking skills. Project management skills. Computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

DUTIES : Facilitate and Coordinate the development of Sport Programmes. Facilitate the establishment of sport structures/clubs. Ensure Provincial Sport Council Support. Ensure transformation, monitoring and intervention in federation disputes, Manage the development and implementation of sports policies and strategies. Liaise with municipalities to develop sport facilities. Strategic Management of the unit.

ENQUIRIES : Mr G Marindi Tel No: (018) 388 2907

<u>POST 27/282</u>	:	<u>DEPUTY DIRECTOR: RECREATION AND RECREATION REF NO: 2023/ACSR100/NW (X1 POST)</u> (Sport and Recreation Chief Directorate) (Re-advert)
<u>SALARY</u>	:	R811 560 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Ngaka Modiri Molema District
<u>REQUIREMENTS</u>	:	A 3-year National Diploma or Bachelor's degree in Sport and Recreation Management or Public Administration. A valid driver's license. Minimum of five (5) years' relevant experience in spheres of Sport and Recreation of which three (3) years should be at a Junior Management level/Assistant Director. Knowledge Extensive knowledge and understanding of the sport & recreation industry and management. In-depth knowledge of government legislation, policies, provincial and national program of action. A high level of financial and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations. Change and knowledge management skills. Programme management and Service Delivery Innovation (SDI). Problem-solving and analytical skills. Client orientation and customer focus. Strong strategic and leadership abilities. Good communication and interpersonal skills. Good networking skills. Project management skills. Computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Report writing, presentation and facilitation skills.
<u>DUTIES</u>	:	Develop, manage and implement vibrant Sport & Recreation Programs in the District. Coordinate the sport and recreation activities within municipal areas in partnership with municipalities, sport clubs, local associations and federations. Promote Mass Participation in the district in partnership with relevant stakeholders such as Department of Education, Social Development etc. Liaise with municipalities and House of Traditional Leaders in the development of sport and recreation facilities Develop district plans to ensure alignment with the Provincial strategic plan. Represent the Department at district and municipal level for the development of Integrated Development Plans (IDP) and Municipal Infrastructure Grant projects (MIG). Strategic Management of the Sub-directorate.
<u>ENQUIRIES</u>	:	Mr M Tumane Tel No: (018) 388 2821
<u>POST 27/283</u>	:	<u>SERVICE POINT MANAGER REF NO: 2023/ACSR101/NW (X1 POST)</u> (Re-advert)
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Dr. Kenneth Kaunda District: Matlosana Service Point
<u>REQUIREMENTS</u>	:	A 3 year National Diploma or Bachelor's degree in Social Sciences or Management or equivalent qualification. At least three (3) to five (5) years' experience at supervisory level (junior management). Ability to interpret and implement policies and regulations of Public Service, PSA, BCEA, PSR, EEA, PPFA and PMDS. A valid driver's licence. Skills Excellent supervisory human relations, report-writing, administrative and organisational skills. Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management. Project Management. Proven experience of office systems Management. Overall excellent verbal and written communication skills.
<u>DUTIES</u>	:	Analyse the Service Point's long, medium and short-term outputs and activities to achieve required outputs. Supervise and support all service point employees to ensure implementation and management of programmes in the service point. Ensure implementation and promotion of Arts, culture, Sport and Recreation programmes. Assist with the coordination of Library activities at the Service Point. Forge partnership with relevant stakeholders. Manage and supervise the achievement of the service point. Compile reports of the departmental programme. Co-ordinate skills development and skills audits of staff. Manage budget, revenue collection and usage of resources. Liaise with all existing structures at service point. Ensure adherence to occupational health and safety regulations. Prepare management information, reports statistics and reporting.
<u>ENQUIRIES</u>	:	Ms C Motjuwadi Tel No: (018) 294 6860
<u>POST 27/284</u>	:	<u>SPORT PROMOTION OFFICER REF NO: 2023/ACSR102/NW (X1 POST)</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Dr Ruth Segomotsi Mompoti District-Greater Taung Service Point
<u>REQUIREMENTS</u>	:	A National Diploma or Bachelor's Degree in in Sport Management or equivalent qualification and relevant experience in the field. Computer literacy. Knowledge

of sport and recreation activities. A valid driver's licence would serve as an advantage. Experience in the operation of federations, sports and recreation transformation charter, as well as sport and recreation legislation framework. Knowledge of programmes. Honesty, loyalty and commitment. Innovative. Good Interpersonal relations. Conflict management, negotiation, coordination and communication skills.

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

ENQUIRIES : Mr G.Valtyn Tel No: (053) 928 0161

POST 27/285 : **ADMINISTRATIVE OFFICER: PLANNING MONITORING AND EVALUATION REF NO: 2023/ACSR103/NW**
(Re-advert)

SALARY : R294 321 per annum (Level 07)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : A three (3) year National Diploma/Bachelor's Degree in Monitoring and Evaluation or Planning or Public Management with equivalent qualification with two (2)-three (3) years' experience in NPO environment. Knowledge and understanding of legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organizations. A valid driver's license. Skills and Competencies Good planning and coordinating. Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.

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

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

POST 27/286 : **PERSONAL ASSISTANT TO CHIEF FINANCIAL OFFICER (CFO) REF NO: 2023/ACSR126/NW**

SALARY : R294 321 per annum (Level 07)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Three years' relevant qualification in Office/ Public/ Business Administration. Two (2) years supervisory experience. Driver's license. knowledge Basic Departmental policies and procedures. Administration procedures Batho Pele Principles Skills Communication. Analytical. Computer literacy. Interpersonal. Organizing and Planning. Telephone etiquette.

DUTIES : Provide administrative support to the CFO. Manage the CFO's diary, including the events calendar, arrange meetings and workshops. Monitor the provision of secretariat services in the CFO Office. Maintain confidentiality of documents and ensure that all strategic complex correspondence are properly filed including the management of those records thereof. Supervise the officials in the office.

ENQUIRIES : Ms P Mojaki Tel No: (018) 388 3781

NOTE : NB: These are fixed term contracts ending on the 31st of March 2024, which may reviewed annually based on performance and availability of funds.

<u>POST 27/287</u>	:	<u>LIBRARIAN TECHNICAL SERVICES REF NO: 2023/ACSR104/NW (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07), Plus 37% in lieu of benefits Mmabatho, Head Office Degree in Library and Information Studies or equivalent qualifications in Librarianship or Postgraduate diploma in Library and Information Science. Knowledge of Library Management System, the book industry, collection development management, computer Literacy and good communication skills.
<u>DUTIES</u>	:	Identify, select and order information material relevant to the needs of the community of North West. Participate in selection display and selection meeting. Ordering, Receiving and Payment of information material on SLIMS. Participate in the development of operational plans and procedure manuals.
<u>ENQUIRIES</u>	:	MS Tinyiko Sempe Tel No: (018) 3883965
<u>POST 27/288</u>	:	<u>LIBRARIAN (X8 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 per annum (Level 07), Plus 37% in lieu of benefits Bojanala District: Moses Kotane Local Municipality, Ref No: 2023/ACSR105/NW Mabeskraal Library (X1 Post) Ngaka Modiri Molema District: Ramotshere Moiloa Local Municipality, Ref No: 2023/ACSR106/NW Motswedi Library (X1 Post) Ditsobotla Local Municipality, Ref No: 2023/ACSR107/NW Boikhutso Library (X1 Post) Tswaing Local Municipality Ref No: 2023/ACSR108/NW, Delareyville Library (X1 Post), Sannieshof (X1 Post) Mahikeng Local Municipality, Ref No: 2023/ACSR109/NW Mahikeng Library (X1 Post) Dr Ruth Segomotsi Mompoti District: Kagisano Molopo Local Municipality (X2 Posts) Morokweng Library Ref No: 2023/ACSR110/NW (X1 Post) Tlapeng Library Ref No: 2023/ACSR111/NW (X1 Post)
<u>REQUIREMENTS</u>	:	Degree in Library and Information Studies or equivalent qualifications in Librarianship or Postgraduate diploma in Library and Information Science. Good interpersonal relations skills. Computer literacy.
<u>DUTIES</u>	:	Manage day to day operations of the library. Render library user services. Manage library collection. Circulation of library material. Plan and implement reading awareness programmes. Supervision of subordinates
<u>ENQUIRIES</u>	:	Mmabatho Head Office: Mr L Segone Tel No: (018) 388 3968 Bojanala District: Ms. Ronell Van Vollenhoven at 014 538 0149 Ngaka Modiri Molema District: Mr. Letsogo Mapholo at 084 411 9341 Dr Ruth Segomotsi Mompoti District: J. Govender at 072 291 6306
<u>POST 27/289</u>	:	<u>LIBRARY ASSISTANT (X15 POSTS)</u>
<u>SALARY CENTRE</u>	:	R202 233 per annum (Level 05), Plus 37% in lieu of benefits Ngaka Modiri Molema District: Ramotshere Moiloa Local Municipality: (Motswedi Library Ref No: 2023/ACSR112/NW (X2 Posts) Mahikeng Local Municipality: Mmabatho Library Ref No: 2023/ACSR113/NW (X1 Post), Lomanyaneng Library Ref No: 2023/ACSR114/NW (X1 Post) Tswaing Local Municipality: Sannieshof Library Ref No: 2023/ACSR115/NW (X1 Post) Bojanala District: Kgetlengriver Local Municipality: Redirile Library Ref No: 2023/ACSR116/NW (X1 Post) Madibeng Local Municipality: Jericho Library Ref No: 2023/ACSR9117NW (X1 Post) Moretele Local Municipality: Legkraal Library Ref No: 2023/ACSR118/NW (X1 Post) Rustenburg Local Municipality: Lethabong Library Ref No: 2023/ACSR119/NW (X1 Post) Dr Ruth Segomotsi Mompoti District: Kagisano Molopo Local Municipality: Tlapeng Library Ref No: 2023/ACSR120/NW (X1 Post), Southey Library Ref No: 2023/ACSR121/NW (X1 Post), Piet Plessis Library Ref No: 2023/ACSR122/NW (X1 Post) Naledi Local Municipality: Rekgarathhile Library Ref No: 2023/ACSR123/NW (X1 Post)

REQUIREMENTS : Grade 12 qualification. Computer literacy.
DUTIES : Register new members and renew membership. Circulation of library books i.e issuing and receiving books. Receive and assist library users. Shelving and shelf reading. Care and maintenance of library material. Participate implementing of reading awareness Programmes. Perform general administration work, keeping daily statistics of library usage, filling of correspondence Receiving new consignments.

ENQUIRIES : Mmabatho Head Office: Mr L Segone Tel No: (018) 388 3968
Bojanala District: Ms. Ronell Van Vollenhoven Tel No: (014) 538 0149
Ngaka Modiri Molema District: Mr. Letsogo Mapholo at 084 411 9341
Dr Ruth Segomotsi Mompoti District: J. Govender at 072 291 6306

POST 27/290 : **CLEANER REF NO: 2023/ACSR124/NW (X1 POST)**
(Re-advert)

SALARY : R125 373 per annum (Level 02)
CENTRE : Ngaka Modiri Molema District
REQUIREMENTS : An ABET certificate. Experience in Auxiliary Services duties will serve as an added advantage. Basic knowledge of cleaning principles, Chemical use (dilution/mix), Knowledge of cleaning equipment to be used, Knowledge of Health and safety requirements, Knowledge of basic record keeping, Basic understanding of applying safety rules, basic understanding of applying or using chemicals correctly, Good communication interpersonal relations.

DUTIES : Provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, Waxing, Sweeping, Scrubbing and Vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of wastepaper. Freshening office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Cleaning the restrooms by refilling the hand wash liquid soap. Replace toilet papers and empty wash waste bins. Report broken machines. Request cleaning materials. Assist with other duties as and when required.

ENQUIRIES : Ms T Naphakade: Ngaka Modiri Molema District Tel No: (018) 381 1414

POST 27/291 : **GROUNDSMAN REF NO: 2023/ACSR125/NW (X1 POST)**
(Re-advert)

SALARY : R125 373 per annum (Level 02)
CENTRE : Ngaka Modiri Molema District: Klein Marico Recreation Centre
REQUIREMENTS : An ABET literacy qualification. General working experience. Good listening skills. Good interpersonal relations. The ability to read and write. The ability to work under pressure.

DUTIES : Maintain and clean garden and surrounding areas. Clean equipment and storeroom. Maintain gardening tools and equipment. Undertake general maintenance, e.g. plumbing and unblocking drains. Plant and maintain trees and flowers. Assist in lifting tables and chairs around the centre Rearrange the boardroom when necessary.

ENQUIRIES : Ms T Naphakade: Ngaka Modiri Molema District Tel No: (018) 381 1414

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION AND TOURISM
The North West Department of Economic Development, Conservation, Tourism and Environment 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. White males and females are encouraged to apply.

APPLICATIONS : Completed application forms and supporting documents, quoting the relevant reference number, may either be hand-delivered to Department of Economic Development, Environment, Conservation and Tourism, NWDC Building, Cnr University Drive and Provident Street, Mmabatho, 2735 or posted to Private Bag X15, Mmabatho, 2735.

CLOSING DATE : 21 August 2023

NOTE : Applications must be submitted on a newly prescribed Z83 Form, obtainable from any Public Service Department, which must be signed and dated (an unsigned and not dated Z83 form will disqualify an application) and must be accompanied by a recently updated, comprehensive CV, including the details of at least three contactable referees (should be people who recently worked with the applicant). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA) (when shortlisted). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit all the requested documents

will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, and late applications will be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools.

MANAGEMENT ECHELON

<u>POST 27/292</u>	:	<u>CHIEF DIRECTOR: ECONOMIC PLANNING REF NO: 01/DEDECT/2023/NW</u>
<u>SALARY</u>	:	R1 371 558 per annum (Level 14). All-Inclusive Remuneration Package of 60% or 70% of the inclusive salary package must go into the basic salary.
<u>CENTRE REQUIREMENTS</u>	:	Mahikeng Relevant and appropriate recognised Bachelor's Degree (Honours) NQF 8 in the field of Business Economics or Economics Additional Postgraduate qualification(s) in the Economics field of study will be an added advantage Extensive experience in the field of economic development, export and investment promotion Knowledge and understanding of the economic development sector, as well as, industry development Experience of conducting economic development research Minimum of five (5) years' experience in economic development related working field at Senior Management Service (SMS) level in the Public Service or equivalent to SMS level in the Private Sector. A valid driver's license. Successful completion of the Nyukela Public Service (SMS Pre-Entry Certificate) is required prior to finalisation of an appointment. Competencies: Financial management 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 Computer literacy.
<u>DUTIES</u>	:	Perform functions as a Chief Economist Develop and implement interventions and strategies to stimulate economic growth and development through industry development, trade and investment promotion Facilitate and co-ordinate the development of the major Provincial economic sectors (agro processing, manufacturing, mining beneficiation, tourism and green economy) Facilitate the support of industries in order to contribute to the acceleration of economic growth rate Address the millennium development goals, national and provincial goals of job creation and the constitutional mandate Facilitate and undertake research that will inform the development and review of economic development plans, policies and strategies in alignment with national and provincial priorities Conduct research and feasibility studies on prospective projects in terms of, inter alia, technical, socio-economic, environmental and financial management and market processes to aid decision-making about the type of project support and links to sector development Manage the implementation of broad economic strategies and other imperative initiatives to transform the provincial economy e.g. Special Economic Zones (SEZ), Black industrialists and Industrial parks Develop and implement key economic sectors strategies that influence provincial economy growth and development Facilitate and manage creation of an enabling environment for key Provincial industries that have the potential to significantly contribute to job creation, skills development, establishment and growth of small medium and large business and support BBBEE through rural and township economy within the four districts of the Province To enhance the competitiveness of the province's priority economic sectors and ensure that they can compete within a global, continental and international scale Manage strategic projects and partnership/ service level agreements with key stakeholders in provincial prioritised economic sectors and ensure that are successful completed within budgetary timelines and performance requirements Manage the performance of the Chief Directorate.

<u>ENQUIRIES</u>	:	Ms LA Diale Tel No: (018) 388 1178/1179
<u>POST 27/293</u>	:	<u>DIRECTOR: ECONOMIC PLANNING REF NO: 02/DEDECT/2023/NW</u>
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Mafikeng
<u>REQUIREMENTS</u>	:	An appropriate Bachelors' Degree in Economics/Planning/Public Policy Management / Development Studies or related field at Post-Graduate qualifications in Economics/Planning or related field will serve as an added advantage A minimum of 5 years' relevant managerial experience at Middle Managerial level in the relevant field Successful completion of the Nyukela Public Service (SMS Pre-Entry Certificate) is required prior to finalisation of an appointment For more details on the pre-entry course visit: https://www.thensq.gov.za/training-course/sms-pre-entry-programme Must be in possession of a valid driver's license. Competencies: An in-depth knowledge and insight of South African economic policy, strategy and legislation applicable to economic planning Advanced knowledge and understanding of the North West economy Extensive knowledge of the National Development Plan (NDP), Industrial Policy Action Plan (IPAP), National Spatial Economic Development Perspective (NSDP), Provincial Growth and Development Strategy (PGDS) and extensive knowledge of Global, National and Regional Economies A deep understanding of national, provincial economic and sector development policies, as well as, their implementation plans Knowledge and understanding of the regulatory framework for the Public Service like the Constitution of the Republic of South Africa, Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, Basic Conditions of Employment Act, Occupational Health and Safety Act, Labour Relations Act Good stakeholder coordination and engagement, sound research, knowledge management, and strategic, leadership, problem solving, analysis and empowerment capabilities Knowledge and understanding of the Public Sector Employee Performance, Management and Development System, knowledge of Security Management Act, Bill of Rights, Community Outreach, and Public participation Knowledge of monitoring and implementation of Government Programmes and proper coordination across National, Provincial and local government spheres Ability to communicate at all levels with relevant stakeholders including: Provincial Departments, Senior Management, Private Sector Organisations, Media, International Organisations and the General Public Candidate must demonstrate excellent skills in: Business planning, Economic Modelling, strategy development, financial management, computer literacy, policy and research, Programme and Project management, report writing and presentations.
<u>DUTIES</u>	:	Provide guidance and leadership in economic research and development in the North West Province Facilitate the development of Provincial Economic policy and strategies Facilitate and co-ordinate the development and implementation of effective knowledge management systems in the Department Coordinate the development and implementation of policies Provide a strategic direction in the institutionalisation of District Operations Management Functions Co-ordinate and develop Annual Performance and Operational Plans of the Directorate Co-ordinate the planning and implementation of strategies and policies aimed at improving service delivery Provide oversight into economic planning at district operations Oversee the management of human and financial resources of the Directorate Facilitate the team participation in District Operations, Implement change management to improve the performance of the Directorate Plan and report to various stakeholders amongst others Legislature Committees, Audit and Risk Management Committees of the Department Co-ordinate and report on all Directorate programmes and projects.
<u>ENQUIRIES</u>	:	Mr. I Kgokong Tel No: (018) 388 6055
<u>POST 27/294</u>	:	<u>DIRECTOR: STRATEGIC PLANNING, MONITORING, EVALUATION AND TRANSFORMATION REF NO: 03/DEDECT/2023/NW</u>
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Mafikeng
<u>REQUIREMENTS</u>	:	A Bachelor's degree in Public Administration/Public Management or related Bachelor's degree Post graduate qualifications on these fields will be advantageous Minimum of 5 years' relevant experience in middle management position Proven experience in the development of procedures for data collection and analysis Knowledge and experience in monitoring and evaluation tools and systems Successful completion of the Nyukela Public

Service (SMS Pre-Entry Certificate) is required prior to finalisation of an appointment For more details on the pre-entry course visit: <https://www.thensq.gov.za/training-course/sms-pre-entry-programme> Must be in possession of a valid driver's licence. Competencies: Knowledge of National and Provincial trends/priorities Knowledge of the Medium Term Strategic Framework Extensive knowledge of the Public Service Act and Public Service Regulations and the Public service legislature framework broadly Knowledge on the development of Government policies Problem solving; communication; writing; analytical; facilitation; presentation and project management skills Knowledge in Stakeholder and Relationship management Knowledge and understanding of Government planning processes and cycle as well as National Treasury Regulations Knowledge Guidelines and Frameworks on strategic planning and management of performance information Understanding of the audit processes and how they relate to planning and reporting compliance and improvement Ability to network and undertake rapid analysis in order to strengthen and deepen operational and institutional planning at departmental level with National and Provincial counterparts and entities, quality assurance is critical in the development of plans and reports Computer literacy (MS Word, Excel, Outlook and PowerPoint).

DUTIES : Provide leadership in the development and review of the Strategic Plan Annual Performance Plan and Operational Plans of the Department Facilitate approval and tabling of the Strategic Plan and Annual Performance Plan Manage and co-ordinate strategic planning services Manage and coordinate the performance, monitoring, evaluation and reporting processes within the Department Manage the design and implementation of change management initiatives Facilitate the development and implementation of service delivery improvement plans and initiatives Facilitate the implementation of diversity management programmes Manage all the performance planning and performance reporting activities of the Department.

ENQUIRIES : Ms Onnica Sithole Tel No: (018) 388 5957

POST 27/295 : **DIRECTOR: ENTITY OVERSIGHT AND INTERFACE REF NO: 04/DEDECT/2023/NW**

SALARY CENTRE : R1 162 200 per annum (Level 13), (all-inclusive package)
: Mafikeng

REQUIREMENTS : A Bachelor's degree in Business Management/Public Management/Accounting/Finance/ Economics Post-graduate qualifications on these fields will be advantageous Minimum 5 years' relevant work experience in a middle management position Practical exposure to corporate governance processes and government planning and reporting mechanisms Successful completion of the Nyukela Public Service (SMS Pre-Entry Certificate) is required prior to finalisation of an appointment For more details on the pre-entry course visit: <https://www.thensq.gov.za/training-course/sms-pre-entry-programme> Must be in possession of a valid driver's licence. Competencies: Extensive knowledge of the Public Service Act and Public Service Regulations Knowledge on the development of Government policies Problem solving; communication; writing; analytical; facilitation; presentation and project management skills Knowledge in Stakeholder and relationship management Computer literacy.

DUTIES : Review of the Corporate Governance Implement the Public Finance Management Act Review established governance structures in Public Entities and implement systems to deliver the required outputs Initiate trends for good governance practices in the Public Entities Advise the Executive Authority on governance matters relating to Public Entities. Facilitate the conclusion and signing of shareholder compact/ SLA between Executive Authority and Entities and monitor the implementation process Provide Public Entity's governance and regulatory compliance framework shareholder oversight support Co-ordinate the appointment of members of the public entity's board Financial Analysis and reporting: Evaluate Strategic Plans/Annual Performance Plans and establish indicators for Public Entities reporting to the Executive Authority Frequent analysis of Public Entities quarterly reports and their expenditure trends Monitor financial management and performance in public entities in terms of PFMA and Treasury Regulation Review of Annual Reports of Public Entities reporting to the Executive Authority Oversee and monitor the performance of entities in line with the set objectives and programmes Co-ordinate the process for amendment, approval and tabling of the strategic plans, annual performance plans and annual reports Budget Analysis, review of annual budget/grant allocations: Review and assess Public Entities Medium Term Expenditure Framework and budget allocations and make

recommendations Review, research, analysis of fiscal implications and engagements and submissions on public entities legislation, regulation, policy proposals, and service delivery trends Prepare submissions and engage the Chief Financial Officer (CFO) on short falls and financial improvement of the Public Entities Internal and external communication: Facilitate stakeholder interface, including meetings between the department and public entity as well meeting between the Executive Authority and the Board Engage internal and external Public Entities for stakeholder liaison in order to obtain information, inputs and recommendations Provide advice to Head of Department (HoD) and Executive Authority relating to Executive Council, Portfolio Committee and Legislature correspondence pertaining to Public Entities.

ENQUIRIES : Ms. Lebo Diale Tel No: (018) 388 1178

OTHER POSTS

POST 27/296 : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 40/DEDECT/2023/NW**

SALARY CENTRE : R811 560 per annum (Level 11), all-inclusive remuneration package
: Mahikeng

REQUIREMENTS : A Bachelor's Degree in Social Work/Psychology or equivalent relevant educational qualification in behavioural and health sciences Three (3) -five (5) years' experience in Employee Health and Wellness (EHW) environment of which three (3) years' must be at Assistant Director Level Registration with Health Professions Council of South Africa (HPCSA) or South African Council for Social Services Professions (SACSSP) Must be in possession of a valid driver's licence. Competencies: Knowledge of Employee Health and Wellness Strategic Framework in the Public Service and its related policies Knowledge of Occupational Health and Safety Act, and COIDA Act Problem solving and good communication skills Planning and organising skills Writing and analytical skills Computer literacy Facilitation and presentation skills Project Management skills.

DUTIES : Manage the implementation of Occupational Health, Safety and Environmental management strategies and programmes Manage the implementation of HIV and AIDS, TB and other communicable diseases Ensure implementation of prevention, support and treatment care programmes Manage the implementation of Health and Productivity Management programmes Manage and facilitate the implementation of the Employee Health and Wellness Management programmes Develop Policies and Standard Operating Procedures to guide the implementation of (EHW); HIV, TB and STI's; Safety, Health, Environment, Risk and Quality; as well as; Health and Productivity Management programmes Management of staff.

ENQUIRIES : Mr. Kealeboga Digoamaje Tel No: (018) 388 5872

POST 27/297 : **DEPUTY DIRECTOR: LIQUOR ADMINISTRATION REF NO: 05/DEDECT/2023/NW**

SALARY CENTRE : R811 560 per annum (Level 11), all-inclusive remuneration package
: Mahikeng

REQUIREMENTS : An appropriate three (3) year National Diploma/B Degree in law/Public Administration/ Business Administration A minimum of three (3) to five (5) years' experience in the regulatory environment of which the three (3) years as an Assistant Director and supervisory level, experience in liquor related field will be an added advantage A valid driver's license. Competencies: Ability to interpret and apply policies and guidelines, preferably in legislative framework Highly motivated analytical individual who has the ability to work independently Good verbal and written communication skills Excellent Organizational, planning and management skills Computer literacy and research skills Understanding of government policies Good interpersonal and customers skills Ability to work in a team and under pressure Extensive knowledge and understanding of PFMA, PAJA, PAIA, POPIA the National and Provincial liquor legislation.

DUTIES : Manage and oversee the Liquor Administration Sub-directorate Manage the overall administration pertaining to applications of liquor licences and ensure implementation of liquor legislation and policies Ensuring all applications are received, recorded and validated Monitor liquor application system and generate reports Manage the provision of secretariat support and administrative services of the liquor board Manage all correspondences and complaints Ensure that all board resolutions are communicated Understanding on implication of court papers Communicate with all relevant stakeholders

		Manage the finances of the sub unit Manage the provision of liquor renewals and revenue services Submit monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Ms Khumoetsile Taoana Tel No: (018) 388 5959
<u>POST 27/298</u>	:	<u>DEPUTY DIRECTOR: WOMEN EMPOWERMENT INTERVENTIONS REF NO: 06/DEDECT/2023</u>
<u>SALARY</u>	:	R811 560 per annum (Level 11), all-inclusive remuneration package.
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Appropriate National Diploma (NQF6)/Bachelor Degree (NQF7) in Entrepreneurship/ Business Management/Business Economics/Social Science specializing in Community Development A minimum of 3 years' relevant experience in the women empowerment environment management A valid driver's license. Competencies: A proven knowledge of and experience in organizing and coordinating public outreach programmes and campaigns, community development, women in business advocacy programmes and stakeholder relations Intimate knowledge of public policy priorities and legislative and policy frameworks and other prescripts applicable to women in business empowerment in South Africa A good understanding of intergovernmental relations, non-governmental organisations, civil society organisations and other stakeholders Applied knowledge of organisational and project management skills Strong people skills, ability to lead and motivate teams and work in a consultative manner Excellent analytical thinking and report writing skills Must be prepared to travel and work long hours where necessary.
<u>DUTIES</u>	:	To develop, lead and coordinate the implementation of women in business empowerment responsive public outreach and community mobilisation programmes and advocacy campaigns to advance gender equality and women's empowerment advancement Facilitate stakeholder coordination and outreach across sectors of society Facilitate and coordinate activities related to Provincial Women's Day, Women's Month and other relevant national campaigns to advance women's empowerment Ensure effective coordination with other government departments and stakeholders Effectively support the management of the Sub Programme in line with departmental and public service prescripts Maintain an updated database of women in business per district Municipality in line with the new District Delivery Model Prepare presentations and reports on women in business Consolidate reports on women empowerment interventions from other DEDECT programmes and submit monthly and quarterly progress reports.
<u>ENQUIRIES</u>	:	Ms Carol Rasego Tel No: (018) 388 6054
<u>POST 27/299</u>	:	<u>DEPUTY DIRECTOR: YOUTH AND PEOPLE WITH DISABILITIES REF NO: 07/DEDECT/2023/NW</u> Empowerment
<u>SALARY</u>	:	R811 560 per annum (Level 11), all-inclusive remuneration package.
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Appropriate National Diploma (NQF6)/Bachelor Degree (NQF7) in Entrepreneurship/Business Management/Business Economics/Social Science specializing in Community Development Minimum 3 years' relevant experience in disability rights inclusion, monitoring and evaluation processes Sound knowledge of international treaties and domestic policies impacting on the lives of persons with disabilities in business A minimum of three (3) years' relevant experience in youth and people with disabilities empowerment environment management A valid driver's license. Competencies: A proven knowledge of and experience in organizing and co-ordinating public outreach programmes and campaigns, community development for youth and people with disabilities in business advocacy programmes and stakeholder relations Intimate knowledge of public policy priorities and legislative and policy frameworks and other prescripts applicable to youth and people with disabilities in business in South Africa A good understanding of intergovernmental relations, non-governmental organisations, civil society organisations and other stakeholders supporting people with disabilities and youth empowerment programmes Understanding disabilities from a socio-economic and human rights perspective, as well as advocacy and awareness strategies and measures to support people with disabilities and youth in business Applied knowledge of organisational and project management skills Strong people skills, ability to lead and motivate teams and work in a consultative manner Excellent analytical thinking and report writing skills Must be prepared to travel and work long hours where necessary.

- DUTIES** : To develop, lead and co-ordinate the implementation of youth and people with disabilities empowerment responsive public outreach and community mobilisation programmes and advocacy campaigns to advance the rights of people with disabilities and youth empowerment advancement Facilitate stakeholder coordination and outreach across sectors of society Facilitate and coordinate activities related to Provincial Youth Month, People with disabilities and Days of Activism other relevant national campaigns to advance youth and people with disability rights and empowerment Ensure effective co-ordination of youth and people with disabilities entrepreneurship promotion programmes with other government departments and stakeholders Facilitate economic transformation, youth entrepreneurship and Job creation programmes in partnership with keys private and public sector stakeholders Effectively support the management of the Sub Programme in line with departmental and public service prescripts Maintain an updated database of youth and people with disabilities in business per district Municipality in line with the new District Delivery Model Prepare presentations and reports on youth and people with disabilities Consolidate reports on youth and women empowerment interventions from other DEDECT programmes and submit monthly and quarterly progress reports Advocate for youth in business empowerment programmes in consultation with local government, private sector and national government.
- ENQUIRIES** : Ms Carol Rasego Tel No: (018) 388 6054
- POST 27/300** : **DEPUTY DIRECTOR: CONSUMER AFFAIRS REF NO: 08/DEDECT/2023/NW**
- SALARY** : R811 560 per annum (Level 11), all-inclusive salary package.
CENTRE : Mahikeng
REQUIREMENTS : Bachelor of laws (LLB) Three (03) years' managerial and leadership experience in the legal environment, preferably in consumer protection field/consumer-related environment Computer literate A valid driver's license. Competencies: Excellent track record in consumer protection field Sound knowledge and in depth understanding of consumer protection legislation Broad knowledge of PFMA and Treasury Rules and Regulations Excellent negotiation, mediation, analytical and negotiation skills A lateral thinker with project management and ability to exercise credible and unquestionable judgment in decision making Managerial and leadership skills.
- DUTIES** : Oversee the investigation of consumer complaints lodged with the Office Ensure implementation of Consumer Court decision Ensure cooperate governance and alignment of Provincial and National legislation Co-ordinate and harmonise functions performed by other Regulators, National and Provincial governments Manage projects and programmes undertaken by the Office Give legal advice on consumer related issues and interpret contracts and other legal documents Administer the Consumer Affairs Act No. 4 of 1996 and implement national legislation within the functional area listed under Schedule 4 of the Constitution assigned to the Province Liaise with other stakeholders on consumer advocacy issues Partake in inter-Provincial forums.
- ENQUIRIES** : Mr. Edwin Letsogo Tel No: (018) 388 5847
- POST 27/301** : **CONTROL BIODIVERSITY OFFICER: GRADE A REF NO: 09/DEDECT/2023/NW**
 Biodiversity Permitting and Criminal Investigations
- SALARY** : R554 490 per annum
CENTRE : Mahikeng
REQUIREMENTS : Bachelor's Degree (NQF7)/National Diploma (NQF6) in Nature Conservation in Nature Conservation/Environmental Management Sciences/Natural Sciences Additional National Diploma in Policing Science and/or EMI certificate will be an added advantage At least three (3) years' experience in Biodiversity Regulatory at managerial level A valid driver's license is compulsory. Competencies: Knowledge of sustainable use of natural resources and ecosystems, alien and invasive species, cites and threatened or protected species Criminal Case Management competencies Ability to testify and adduce evidence in court Extensive knowledge of the Promotion of Administrative Justice Act and Criminal Procedure Act Conversant with contents of legislative frameworks governing biodiversity management and conservation Ability to use computers, verbal & written communication, report writing, work in and outdoors under pressure, and extensive driving.
- DUTIES** : The successful candidate will be required to manage Biodiversity Permitting and Investigation Sub-directorate of the North West Province Management of

nature conservation based investigations and the permitting processes within the Province Management and generation of the provincial biodiversity permitting, administrative and criminal cases statistics for reporting purposes at both provincial and national levels Management of the provincial elephant tusk and rhino horn stock Establish and manage provincial wildlife crime forums with various stakeholders, and facilitate of the intelligence driven investigation processes Represent the province at national and international forums Biodiversity Prepare monthly, quarterly and annual reports.

ENQUIRIES : Mr Jonathan Denga Tel No: (018) 389 5527

POST 27/302 : **CONTROL ENVIRONMENT OFFICER: GRADE A REF NO: 10/DEDECT/2023/NW**
Pollution and Waste Management

SALARY : R554 490 per annum

CENTRE : Mahikeng

REQUIREMENTS : An appropriate recognized National Diploma (NQF6)/Bachelor's Degree (NQF7) in the field of Environmental Science/Natural Sciences Extensive knowledge of relevant Environmental legislation Minimum of 6 years' of experience in the Environmental Management field of which 4 years' must be practically in the field of waste management and at supervisory level Must have a valid driver's license. Competencies: Must have a good decision-making; computer literate, problem solving and conflict resolution and analytical thinking skills Must be able to identify, understand and communicate environmental issues Must be willing to work overtime/outside normal working hours Must have proven verbal and written communication Ability to timeously produce thorough and informative documents, and to formulate clear, concise and legally defensible decisions Manage the processing of applications for licenses related to waste management within legislated timeframe Manage response to emergency incidents and complaints pertaining to waste activities Must be able to work under pressure and able to interact with a diversity of clients including staff, public and also in hostile situation.

DUTIES : Manage the development and implementation of Provincial integrated waste management plans Manage the support to municipalities and industries to develop and implement the Integrated Waste Management Plans Manage the evaluation and investigation of waste impact in the environment Check the quality and recommend issuance of waste management licences to waste management listed activities Manage the registration and reporting of waste management facilities on Waste Information System Comment on waste related projects Perform and manage administrative and related functions.

ENQUIRIES : Ms Basadi Moselakgomo Tel No: (018) 389 5731

POST 27/303 : **CONTROL ENVIRONMENT OFFICER AIR QUALITY MANAGEMENT GRADE A REF NO: 21/DEDECT/ 2023/NW**

SALARY : R554 490 per annum, (OSD salary)

CENTRE : Mahikeng

REQUIREMENTS : An appropriate recognised three (3)-year Degree in the field of Environmental Management/Natural or Physical Sciences Extensive knowledge of relevant Air Quality Management legislation especially related to Air Quality Monitoring Minimum of six (6) years' of experience in the Air Quality Management field of which four (4) years must be practically in the field of air quality monitoring Must have a valid driver's licence. Competencies: Must be able to work under pressure and able to interact with a diversity of clients including staff, the public and also in hostile situation Must have good decision-making; computer literate; problem solving and conflict resolution and analytical thinking skills Must be able to identify, understand and communicate air quality management issues Must be willing to work overtime/outside normal working hours Must have proven verbal and written communication skills Ability to timeously produce thorough and informative documents, and to formulate clear, concise and legally defensible decisions Must be computer literate.

DUTIES : Manage the development and administration of Air Quality Management Systems and policies Manage the development and implementation of specific projects related to air quality monitoring, information management and capacity building Provide expert advice on specialised air quality management issues including serving on and rendering expert advice to specific project forums and committees, with specific reference to air quality management Participate in capacity building programmes with municipalities and industry by means of compiling information sheets, brochures, guidelines, presentations, manuals to be used at training and other specific workshops Manage the operation and

maintenance of a provincial ambient air quality monitoring network, by managing internal quality control activities which includes diagnostic checks, point checks and calibrations Managing the maintenance of air quality monitoring equipment (scheduled and ad-hock) Co-ordinate data processing and reporting Management of South African National Accreditation System (SANAS) accreditation Identify and draft project proposals for air quality monitoring specialised projects and conduct complex research for projects.
Ms Portia Krisjan Tel No: (018) 389 5929/5995

ENQUIRIES

POST 27/304

CONTROL BIODIVERSITY OFFICER GRADE A: (BIODIVERSITY REGULATIONS) REF NO: 22/DEDECT/2023/NW

SALARY
CENTRE
REQUIREMENTS

R554 490 per annum, (OSD Salary)
Vryburg
Three (3)-year Bachelor's Degree/Diploma in Nature Conservation/Environmental Management or equivalent qualification A post graduate degree in Natural Sciences and/or designation as an Environmental Management Inspector will be an added advantage At least four (4) years' experience in the field of Biodiversity Regulations Computer literacy Must have a valid driver's license. Competencies: Thorough understanding and experience in biodiversity management and conservation Knowledge of sustainable use of natural resources and ecosystems, alien and invasive species, Convention on International Trade in Endangered Species of wild Fauna and Flora (CITES)and Threatened or Protected Species Conservant with contents of Legislative Frameworks governing Biodiversity Management and Conservation, plus policy formulation Stakeholder engagement and public relations skills Strategic capability and leadership Verbal and written communication and report writing skills.

DUTIES

The successful candidate will be required to manage the Biodiversity Regulatory sub-directorate's activities in Dr. Ruth Segomotsi Mompoti District Identify collaborative projects across a wide spectrum in order to mainstream biodiversity issues in the District Conduct and manage district nature conservation based inspections Co-ordinate and implement international and national Biodiversity Legislative provisions, and indicators with specific reference to threatened or protected species, alien and invasive species, bioprospecting, access and benefit sharing, as well as Convention on International Trade in Endangered Species of wild Fauna and Flora (CITES) in the District Implement national and provincial biodiversity legislative tools to promote sustainable management and utilisation of natural biodiversity resources and ecosystems in the District Manage key performance areas of subordinates Prepare monthly, quarterly and annual reports.

ENQUIRIES

Dr Lethogonolo Gaborone Tel No: (018) 389 5928

POST 27/305

CONTROL ENVIRONMENTAL OFFICER REF NO: 26/DEDECT/2023/NW
Environmental Extension - Grade A

SALARY
CENTRE
REQUIREMENTS

R554 490 per annum, (OSD Salary)
Mahikeng
An appropriate three (3) year Degree in Environmental Management/Environmental Education/degree in biodiversity management or Nature Conservation Post Graduate qualification in Project Management will be added advantage. Competencies: A valid driver's licence Six (6) years' experience in the environment sector of which three (3) years must be Managerial and supervisory experience Computer skills Good broad knowledge of Environmental issues, Legislation, Policy and International Conventions Project management skills Good communication and interpersonal skills Ability to identify and solve problems Conflict resolution and analytical thinking skills Ability to work in the office and field environment Ability to work as a team leader and independently.

DUTIES

Develop and implement an environmental awareness policy for the province Develop and implement a strategy for the establishment and sustainability of Environmental Clubs Manage the planning and implementation of the environmental awareness programmes including but not limited to campaigns, capacity building through camps, project development and mobilization of designated groups to participate in environmental programmes and projects Manage the planning and implementation of environmental calendar events Co-ordinate reporting on programmes directed to designated groups (women, youth and people living with disability) Report on environmental awareness programs Initiate and formalize partnerships with both public and private sector on environmental programmes Co-ordinate and implementation of

		environmental projects Develop and implement a service delivery improvement plan for extension/advisory services Plan and implement extension activities for the targeted beneficiaries Ensure provision aftercare support for extension programme Management of KRA for staff Management of budget.
<u>ENQUIRIES</u>	:	Ms Lebo Diale Tel No: (018) 389 5666
<u>POST 27/306</u>	:	<u>CONTROL ENVIRONMENT OFFICER-AIR QUALITY MANAGEMENT - GRADE A</u>
<u>SALARY</u>	:	R554 490 per annum, (OSD Salary)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	An appropriate recognised three (3)-year Bachelor's Degree in the field of Environmental Science/Natural Sciences and appropriate experience and knowledge of air quality management and other environmental issues Extensive knowledge of relevant Environmental legislation especially National Environmental Management: Air Quality Act 39 of 2004, Regulations and any other air quality related legislation Six (6) years 'experience in supervision, management and administration of Air Quality Management Must be able to work under pressure and able to interact with a diversity of clients including staff, public and also in hostile situation Must have a valid driver's license. Competencies: Must have a good decision-making; computer literate; problem solving conflict resolution and analytical thinking skills Must be able to identify, understand and communicate environmental issues Must be willing to work overtime/outside normal working hours Must have proven verbal and written communication Ability to timeously produce thorough and informative documents, and to formulate clear, concise and legally defensible decisions.
<u>DUTIES</u>	:	To manage and administer the Atmospheric Emission Licensing (AEL) process by ensuring that administrative procedures for the processing of AELs are executed effectively and efficiently within legislated timeframe Ensure compliance with National Atmospheric Emission Inventory System (NAEIS) Manage the development, review, implementation, monitoring and evaluation of policy instruments with regards to management which will include but not limited to legislation, air quality management plans, strategies, guidelines, and norms and standards and support municipalities on the development and implementation of municipal Air Quality Management Plans and any other support that might be required Manage Provincial ambient air quality management network and ensure that minimum data requirements are met and all stations are reporting to SAAQIS Responsible for undertaking research and collecting data relevant to air quality management.
<u>ENQUIRIES</u>	:	Ms Portia Krisjan Tel No: (018) 389 5995
<u>POST 27/307</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: 44/DEDECT/2023NW</u>
<u>SALARY</u>	:	R531 381 per annum, (OSD package)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree LLB Degree Internationally obtained qualifications qualified must have been verified by SAQA, with at least eight (8)-ten (10) years' legal administration qualification Contracts drafting duties (including MOUS and SLAS) Litigation, provision of legal advice and opinions and understanding of government regulations Legal experience of five (5) years as an advocate or attorney admitted in the High Court of South Africa will be an added advantage A valid driver's license. Competencies: Report writing, Conduct legal research, extensive knowledge and experience in drafting strategic legal documents, litigation management support, drafting and vetting of legal documents, overall coordination of litigation matters within the Department: maintain strategic relations with the office of the State Attorney and office of the State Law Advisors, develop and implement appropriate systems, controls and measures, monitor and enforce compliance by the Department with litigation rules and procures and provide legal advice as required, computer literate, good communication (verbal and written), organizing and planning, problem solving and ability to work individually and with a team, understanding of government regulations.
<u>DUTIES</u>	:	Prepare legal documents and provide strategic legal support to the Department Ensure compliance with Protection of Personal Information Act, PAIA and PAJA, and provide legal education to the Department Provide legal advice and opinions Negotiate and advice on the drafting and vetting of contracts Undertake legislative review and drafting Litigation management Maintain Departmental contact and litigation register Report and advise on the contract management risks Monitor compliance to service agreements.

ENQUIRIES : Adv. IB Mosiapo Tel No: (018) 388 5839

POST 27/308 : **BIODIVERSITY OFFICER (SPECIALISED PRODUCTION) REF NO: 11/DEDECT/2023/NW**
Management of Biodiversity Criminal Investigations

SALARY CENTRE REQUIREMENTS : R451 587 per annum
Mahikeng
Bachelor Degree (NQF7)/National Diploma (NQF6) in Nature Conservation in Nature Conservation/Environmental Management Sciences/Natural Sciences Additional National Diploma in Policing Science and/or EMI certificate will be an added advantage. At least two (2) years' experience in Biodiversity Enforcement (both criminal and admin enforcement) A valid driver's license is compulsory. Competencies: Thorough understanding of Biodiversity issues Knowledge of sustainable use of natural resources and ecosystems, alien and invasive species, CITES and threatened or protected species Ability to testify and adduce evidence in court. Extensive knowledge of the Promotion of Administrative Justice Act and Criminal Procedure Act Conversant with contents of legislative frameworks governing Biodiversity management and conservation Ability to use computers, verbal & written communication, report writing, work in and outdoors under pressure, and extensive driving.

DUTIES : The successful candidate will be required to manage Biodiversity Investigation Officers throughout the North West Province Management of nature conservation based investigations within the Province Manage Biodiversity administration and Criminal enforcement of the North West Province Management of Biodiversity crime scenes and maintaining chain of custody Management of case dockets and handing over for public prosecution Attend both Provincial as well as National Biodiversity Management meetings Prepare monthly, quarterly and annual reports.

ENQUIRIES : Mr Jonathan Denga Tel No: (018) 389 5527

POST 27/309 : **BIODIVERSITY OFFICER SPECIALIZED PRODUCTION GRADE A REF NO: 23/DEDECT/2023/NW**
(Damage Causing Animals)

SALARY CENTRE REQUIREMENTS : R451 587 per annum, (OSD Salary)
Potchefstroom
A three (3)-year Degree/Diploma/B.Tech in Nature Conservation/or Natural Sciences A valid certificate in techniques and applications of chemical immobilization drugs with a record of working with such drugs A valid professional hunter's qualification and/or a valid fire-arms competency for rifles, handguns or shotgun will be an added advantage At least three (3) years of experience in problem animal management or related field Computer literacy Must be in possession of a valid driver's licence. Competencies: Knowledge or understanding on the use of chemical immobilisation drugs on predators Thorough understanding and experience in management and capture of damage causing animals Thorough understanding of biodiversity issues Practical experience in working with fire-arms, large predators, primates and reptiles Knowledge of sustainable use of natural resources and ecosystems and Conservation principles Conversant with contents of Legislative Frameworks governing Biodiversity Management and Conservation • Verbal & written communication and report writing skills.

DUTIES : The successful candidate will be required to conduct problem animal-based inspections, with the aim to manage human wildlife conflicts in Dr. K. Kaunda District Capture and relocate problem animals in the District and Province wide Damage causing animals evaluations and permit recommendations Manage key performance areas of subordinates Prepare monthly, quarterly and annual reports Manage damage causing animals Identify collaborative projects across a wide spectrum in order to mainstream Damage Causing Animals (DCA) issues Assist in the formulation of policies regarding Damage Causing Animals (DCA) management Interact with Provincial, National and International Forums and projects as a Provincial Specialist Contribute to Provincial Biodiversity Inventory (data collection, capture, analysis and interpretation).

ENQUIRIES : Mr Willem Boshoff Tel No: (018) 389 5204

POST 27/310 : **ASSISTANT DIRECTOR: LIQUOR COMPLIANCE AND ENFORCEMENT REF NO: 13/DEDECT/2023/NW**

SALARY CENTRE : R424 104 per annum
Mahikeng

<u>REQUIREMENTS</u>	:	An appropriate three year National diploma (NQF6)/Bachelor's Degree (NQF7) in Public Administration/Business Management/Entrepreneurship Minimum of (3) years' experience in the compliance regulatory environment, of which (2) years' must be at supervisory level and experience in liquor related field will be an added advantage A valid driver's license. Competencies: Highly motivated individual who has the ability to work independently. Good verbal and written communication skills. Computer literacy. Understanding of Government policies. Ability to work in a team and under pressure. Extensive knowledge of liquor legislation in particular National and Provincial liquor Act Organisation skills, planning and management skills. Ability to act with integrity. Excellent interpersonal and customer relations. Must be conversant with government prescripts i.e PFMA and Code of Conduct for Public Service.
<u>DUTIES</u>	:	Manage the compliance and enforcement sub unit, ensure the Conducting of routine and joint compliance inspections on both National and Provincial Liquor legislations to ensure compliance with the Liquor related legislation Conduct raids operations as and when required Consolidated weekly, monthly and quarterly reports Consolidate provincial liquor outlets database Manage the team to curb noncompliance Ensure that initial and final inspections are conducted Liaise with relevant stakeholders Conduct inspections/inspections in loco on behalf of the board and compile a comprehensive report.
<u>ENQUIRIES</u>	:	Ms Sylvia Mokonyane Tel No: (018) 388 5864
<u>POST 27/311</u>	:	<u>ASSISTANT DIRECTOR: EDUCATION AND RESEARCH REF NO: 14/DEDECT/2023/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Mahikeng A minimum of Bachelor's degree in Education/Commerce/Consumer Science/Communication/Public Administration Three (3) years' experience in regulatory environment Experience of consumer-related environment will be an added advantage A driver's license. Computer literacy. Competencies: Good verbal and written communication and marketing skills Presentation skills Computer literacy and research skills Understanding of Government policies Good interpersonal and customer relations skills Ability to work in a team and under pressure Report writing skills Broad knowledge of the Consumer protection legislation in particular Consumer Protection Act and National Credit Act.
<u>DUTIES</u>	:	Manage Education and Research Unit Ensure that education and awareness programmes are conducted Ensure dissemination of information on consumer related matters Organize and hold information session workshops Work with other regulatory bodies on their consumer education initiatives Ensure that Consumer Road Shows are conducted Promote media literacy through media talk shows Provide print and electronic to media Continuously update consumer information brochures Conduct research on consumer behaviour or other related matters Partake in inter provincial activities Promote the mandate of consumer affairs through roadshows and other available platforms/structures.
<u>ENQUIRIES</u>	:	Mr Edwin Letsogo Tel No: (018) 388 5847
<u>POST 27/312</u>	:	<u>ASSISTANT DIRECTOR: CONSUMER COURT (CLERK OF THE COURT) REF NO: 15/DEDECT/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Mahikeng Bachelor of laws-LLB degree Minimum three (03) years' experience in regulatory environment Experience of consumer-related issues will be an added advantage A valid driver's license. Competencies: Ability to interpret and apply policies and guidelines, preferably in consumer legislative framework Highly motivated individual who has the ability to work independently Good verbal and written communication skills Computer literacy and research skills Understanding of government policies Good interpersonal and customers skills Ability to work in a team and under pressure Extensive knowledge of the Consumer protection legislation, in particular Consumer Protection Act Organisational, planning and management skills.
<u>DUTIES</u>	:	Oversee that Court function effectively and efficiently Administer all correspondence and processes for smooth running of the Court Serve documents including Summons, Subpoena and Notices File documents on the Court file and paginate Court record Handle logistical arrangements for Court sessions, including ensuring accommodation for members, arranging Court dates and sittings and book accommodation for hearings if outside Head Office Prepare Court for session Arrange for interpretation services Ensure that all

sittings recording are properly handled, saved and made available on request for transcription purposes Refer judgments to enforcement unit and Ensure that Court orders are publicised.

ENQUIRIES : Mr Edwin Letsogo Tel No: (018) 388 5847

POST 27/313 : **ASSISTANT DIRECTOR: LIQUOR ADMINISTRATION REF NO: 30/DEDECT/2023/NW**

SALARY : R424 104 per annum (Level 09)

CENTRE : Mahikeng

REQUIREMENTS : An appropriate three (3) year National Diploma/B Degree in Law/Public Administration/ Business Administration A minimum of three (3) years' experience in the regulatory environment of which two (2) years must be supervisory and experience in the liquor related field will be an added advantage A valid driver's licence. Competencies: Knowledge of government policies Good Administration and Organizational skills Accuracy and attention to details Good verbal and written communication skills Good interpersonal and customer relation skills Highly motivated analytical individual who has the ability to work independently Ability to work in a team, long hours and under pressure Report writing skills Broad Knowledge and understanding of PFMA, PAJA, PAIA, POPIA, National and Provincial Liquor legislation.

DUTIES : Manage the overall administration pertaining to applications of liquor licenses and ensure implementation of liquor legislation and policies Ensuring all applications are received, recorded and verified Monitor liquor application system and generate reports Ensure all applications are forwarded to the board for adjudication Ensure that all outcomes are communicated Compile a database for all liquor traders, ensure and supervise liquor renewals and revenue services Compile monthly and quarterly reports.

ENQUIRIES : Ms Khumoetsile Taoana Tel No: (018) 388 5959

POST 27/314 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 36/DEDECT/2023/NW**

SALARY : R424 104 per annum (Level 09)

CENTRE : Mahikeng

REQUIREMENTS : An appropriate B Degree/National Diploma in Human Resource Management/Labour Relations Three (3) - five (5) years' experience in Labour Relations at supervisory level. Competencies: Knowledge of Labour Relations legislative framework, including the Public Service Act, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Employment Equity Act, Skills Development Act, Public Service Resolutions and Code of Conduct Experience in disciplinary hearings, disputes (conciliations and arbitrations) Computer literacy Driver's license is a requirement and willing to travel Investigation and analytical skills.

DUTIES : Promote sound Labour Relations in the Department by providing advice to management and staff on Labour Relations matters Represent the Department in PLRF, GPSSBC and CCPNWP meetings, Facilitate the finalization of grievances, misconduct cases, appeals and disputes within the Department Represent the Department in disciplinary hearings and disputes (Conciliations and arbitrations) Co-ordinate the submission of statistics and reports on Labour Relations matters and grievances to the Office of the Premier and PSC Provide support on compliance for reporting to stakeholders (Office of the Premier and Public Service Commission) Co-ordinate and facilitate employee relations training Analyse data and trends and participate in the development of mitigation plans.

ENQUIRIES : Dr Joseph Modise Tel No: (018) 388 5907

POST 27/315 : **ASSISTANT DIRECTOR: RESEARCH AND POLICY PLANNING REF NO: 41/DEDECT/2023/NW**

SALARY : R424 104 per annum (Level 09)

CENTRE : Mahikeng

REQUIREMENTS : National Diploma/Degree in Tourism Management/Social Sciences/Statistics/Economics Three (3) years' work experience in a similar field Must be in possession of a valid driver's licence. Competencies: Knowledge of strategy development process Knowledge of policy development process In-depth knowledge of prescripts applicable in Tourism In-depth knowledge of prescripts applicable in Public Service like Labour Relations Act, Public Service Act Public Service Regulations Advanced Research and Analysis skills Project

		Management and Forecasting skills Computer literacy Knowledge of Policy development and planning cycle Monitoring and evaluation skills.
<u>DUTIES</u>	:	Co-ordinate administration in the development of tourism strategies and policies Conduct monitoring on the implementation of developed strategies Conduct secondary and primary research in the tourism field Maintain the Research and Policy Knowledge Database.
<u>ENQUIRIES</u>	:	Ms Lerato Sechogo Tel No: (018) 388 5956
<u>POST 27/316</u>	:	<u>ASSISTANT DIRECTOR: AWARENESS AND EDUCATION REF NO: 42/DEDECT/2023/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Mahikeng A Degree in Tourism Management/Development or equivalent qualification in a related field Three (3) - five (5) years' experience at administration level in tourism or related field Must be in possession of a valid driver's license. Competencies: Proven training skills Advanced project management skills Good computer literacy In-depth knowledge of tourism-related policies, strategies and legislation Extensive knowledge and understanding of the tourism value chain In-depth knowledge of prescripts and processes applicable within the Public Service, such as the Public Finance Management Act A good understanding of the provincial tourism dynamics Skill in the interpretation of prescripts Proven strategic planning skills Presentation skills Financial management skills A valid driver's licence.
<u>DUTIES</u>	:	Conduct skills audits in the tourism sector businesses provincially Implement training programmes Liaise with various training SETAs for implementation of training Co-ordinate and conduct tourism education & awareness programmes in the industry Facilitate and promote community tourism awareness programmes Co-ordinate skills and entrepreneurial opportunity workshops Liaise with various stakeholders to disseminate Tourism information.
<u>ENQUIRIES</u>	:	Mr Zandi Solombela Tel No: (018) 388 5966
<u>POST 27/317</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR5) REF NO: 45/DEDECT/2023/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R420 642 per annum, (OSD package) Mafikeng Bachelor's Degree LLB Five (5)- eight (8) years' experience in legal services administration Broad knowledge and understanding of departmental priorities and policies In-depth knowledge and understanding of the legislative framework governing the Public Service Knowledge of legal research and drafting Legal interpretation and analysis skills Good communication skills Problem-solving skills Experience in the application of law Computer literate A valid driver's license Knowledge of and experience in the following administration spheres: Constitutional and Administrative law Civil and Criminal Procedures Labour Law and Law of contracts Interpretation of statutes, public sector legislative and regulatory framework and the Department's processes and procedures, initiatives and strategic objectives.
<u>DUTIES</u>	:	Interpret legislation, regulations and provide legislative drafting for the Department Administer litigation and appeals and provide support by ensuring equity amongst affected parties Draft Contracts, legal opinions, and service level agreements for the Department Provide legal advice and opinion to various components in the Department Management and reporting.
<u>ENQUIRIES</u>	:	Adv. IB Mosiapo Tel No: (018) 388 5839
<u>POST 27/318</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION REF NO: 12/DEDECT/2023/NW</u> Pollution and Waste Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade C: R420 447 per annum Mafikeng An appropriate recognized National Diploma (NQF6)/Bachelor Degree in the field of Environmental Science/Natural Sciences Must have 3 years' practical experience in the field of waste management. Competencies: Extensive knowledge of relevant Environmental legislation Good decision-making, problem solving, conflict resolution Computer literacy Must have a valid driver's license Must be able to work under pressure and able to interact with a diversity of clients including staff, public and also in hostile situation Must be willing to work overtime/outside normal working hours Must have proven verbal and written communication Ability to timeously produce thorough and informative documents, and to formulate clear, concise and legally defensible decisions

		Analytical thinking skills, and ability to identify, analyze, understand and communicate environmental issues.
<u>DUTIES</u>	:	Support municipalities and industries to develop and implement the Integrated Waste Management Plans Comment on waste related projects Evaluate and investigate impact of waste in the environment Recommend issuance of waste management licenses to waste management listed activities Support the development and implementation of programme strategies and respond to emergency incidents and complaints pertaining to waste activities Register waste management facilities on Waste Information System.
<u>ENQUIRIES</u>	:	Ms Basadi Moselakgomo Tel No: (018) 389 5731
<u>POST 27/319</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION REF NO: 20/DEDECT/2023/NW</u> Development Impact Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade C: R420 447 per annum Rustenburg and Mahikeng A three (3) year Bachelor's Degree/Diploma in the field of Environmental Science/ Management or relevant equivalent qualification Knowledge of National Environmental Management Act, 1998 (NEMA) and its implementation as well as, Environmental Impact Assessment (EIA) Regulations, 2014 as amended Must have minimum three (3) years practical experience in the field of Environmental Impact Assessments A valid driver's licence Computer Literacy Registration as candidate Environmental Assessment Practitioner (EAP) or submit proof of registration with the Environmental Assessment Practitioners Association of South Africa (EAPASA).Competencies: Knowledge and Experience in evaluation of Environmental Impact Assessment process applications Knowledge and experience in EIA Administrative Systems Background in Geographic Information Systems (GIS) will be an added advantage ust be able to work under pressure and able to interact with a diversity of clients and staff Have knowledge and sound understanding of environmental issues, environmental management and environmental law Must have proven verbal and written communication skills Ability to timeously produce legal and informative documents, and formulate clear, concise and legally defensible decisions.
<u>DUTIES</u>	:	Evaluation of applications for EIA process, that is, Review of Basic Assessment Reports, Scoping Report (SR) and Environmental Impact Assessment Reports (EIAR), S24 G Application Reports, application for Environmental Authorization Amendments and reaching legally defensible decision within operational plan timeframe Provide information and technical/procedural advice relating to impact management, that is, Review documents such as Business Rights/Basic Assessment Report/Environmental Management Programmes/Scoping Report/Environmental Impact Assessment Report received from other competent authorities, including evaluation of EIA related queries Evaluate and investigate the impact of mining, urban, industrial utility and other forms of development, within the context of various integrated environmental management tools including EMF, and Strategic Environmental Assessment Capture the application information into the National Environmental Authorization System (NEAS) Be involved in the development of Environmental Management Framework (EMF) in the implementation of such EMFs Perform administrative and related functions Prepare the applications status quo, update investigation diaries and site inspection reports including back to office report.
<u>ENQUIRIES</u>	:	Ms Ellis Thebe Tel No: (018) 389 5099
<u>POST 27/320</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION (REPORTING) REF NO: 25/DEDECT/2023/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade C: R420 447 per annum Mahikeng A National Diploma or Degree in Environmental Management or Natural Sciences Minimum of two (2) years' experience in environmental management Knowledge on environmental indicators Sound knowledge of South African Environmental Legislation, Policies, Protocols and Interventions A valid driver's license code 08 (EB) Advanced computer literacy in MS Office (MS Word, MS Excel, MS Outlook) Experience in use of GIS software is preferable. Competencies: Good verbal and written communication skills Database management Data processing and interpretation skills Analytical skills Report writing skills Personal attributes: conscientious, dedicated, innovative, organised and ability to meet deadlines.

<u>DUTIES</u>	:	The consolidation of required statutory reports within Environmental Services Programme Contribute toward the compilation, maintenance, expansion and update of the Provincial Environment Outlook Support the state of environment reporting at local level Support the development and reporting on relevant Environmental Indicators Provide support to the functioning of the Integrated Environmental Information Management System of the Environmental Services Programme To perform administrative duties related to the post and assist with budget inputs.
<u>ENQUIRIES</u>	:	Ms Tharina Boshoff Tel No: (018) 389 5656
<u>POST 27/321</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION REF NO: 28/DEDECT/2023/NW</u> Environmental Extension Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade C: R420 447 per annum Vryburg A recognized three (3) years Degree in Environmental Management/Environmental Science/Biodiversity management or Nature Conservation/Environmental Education Knowledge of the National Environmental Management Act (Act No of 1998) and all the SEMAs. Competencies: A valid driver's license Three (3) years' experience in the environment sector Computer skills and broad knowledge of Environmental issues, Legislation, Policy and International Conventions Project management skills Good communication and interpersonal skill Ability to identify and solve problems Conflict resolution and analytical thinking skills Ability to work in the office and field environment Ability to work as part of a team and also work independently.
<u>DUTIES</u>	:	Plan and implement environmental awareness campaigns Plan and implement Community based natural resource management programmes Plan and implement environmental calendar events Reporting on environmental awareness programs Plan and implement environmental club activities Plan and implement the recruitment and registration of clubs Report on clubs activities and statistics Plan and implement environmental projects Report on projects activities Plan and implement extension activities for the targeted beneficiaries Provide after care support for extension projects/programme Report on Environmental Extension activities.
<u>ENQUIRIES</u>	:	Ms Lebo Diale Tel No: (018) 389 5666
<u>POST 27/322</u>	:	<u>CONSUMER INVESTIGATOR: CONSUMER PROTECTION REF NO: 16/DEDECT/2023/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Vryburg National Diploma in Law (NQF 6) / Bcom Law/Bachelor of Laws (LLB) NQF 7 Minimum three year experience in regulatory environment Two (02) years' of experience of consumer-related issues will be an added advantage A valid driver's license. Competencies: Ability to interpret and apply policies and guidelines, preferably in consumer legislative framework Highly motivated individual who has the ability to work independently Good verbal and written communication skills Computer literacy and research skills Understanding of government policies Good interpersonal and customers skills Ability to work in a team and under pressure Extensive knowledge of the Consumer protection legislation, in particular Consumer Protection Act Organisational, planning and management skills.
<u>DUTIES</u>	:	Assess complaints objectively Evaluate the facts to establish whether there is a just cause Conduct investigation/inquiries on consumer complaints Conduct business compliance inspections Mediate between consumers and businesses Liaise with other regulators within consumer protection space Conduct research on consumer issues Give legal advice on consumer related issues and interpret contracts and other legal documents Liaise with other stakeholders on consumer advocacy matters Keep and maintain file records of consumer complaints.
<u>ENQUIRIES</u>	:	Mr William Mpempe, tel. (053) 928 0382
<u>POST 27/323</u>	:	<u>TRAINING OFFICER: HRD REF NO: 17/DEDECT/2023NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Mafikeng Grade 12 Certificate or equivalent and National Diploma (NQF6)/Bachelor's Degree (NQF7) in Human Resource Development/Human Resource

		Management with two to three (2-3) years' of experience in Training and Development/Learning and Development (HRD) field PERSAL Certificate on Personnel Administration A valid driver license. Competencies: Computer skills (MS Word, Excel and Power Point) Proven skills in respect of data Analysis and Reporting Writing, Good Communications Skills (verbal and writing), Presentation skills, training Coordination, budgeting and financial management skills Ability to interpret directives and to work under pressure Ability to work with a team and independently and maintain confidentiality Sound knowledge of Skills Development and Public Service Legislations and Frameworks.
<u>DUTIES</u>	:	Facilitate the development and effect implementation of Workplace Skills Plan and the Departmental Training Plan Coordinate departmental training programmes Co-ordinate departmental Internship Programmes like Work Integrated Learning, Learnership, and also the establishment of Mentorship Programme Conduct workshops, departmental and orientation programmes Implement and facilitate Compulsory Induction Programmes to the new entrants to the Public Service Administer departmental fulltime and part-time bursaries, coordinate Adult Basic Education and Training (ABET) and National Certificate Vocational (NCV) programmes To align and be aware with the Department of Public Service Administration prescripts Maintain training Database and record keeping in the PERSAL system Compile Monthly, Quarterly and Annual Training Reports Handle internal and external enquiries related to skills development Serve as scribe at the Skills Development Committee Meetings.
<u>ENQUIRIES</u>	:	Mr Kelaegile Mojela Tel No: (018) 388 5905
<u>POST 27/324</u>	:	<u>SENIOR ADMINISTRATION OFFICER - LIQUOR ADMINISTRATION REF NO: 31/DEDECT/2023/NW (X2 POSTS)</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	An appropriate three (3) year National Diploma in Business Administration/Public Administration or related degree Minimum of one (1)- two (2) years' experience in the regulatory environment of which one (1) year experience must be at supervisory level Experience in the liquor related field will be an added advantage A valid driver's license. Competencies: Good verbal and written communication skills Planning, organization and Presentation skills Computer literacy and research skills Understanding of Government policies Good interpersonal and customer relations skills Ability to work in a team, long hours and under pressure Report writing skills Knowledge and understanding of the National Liquor Act and Regulations, PFMA and Code of Conduct for Public Service.
<u>DUTIES</u>	:	Renewal of all active liquor licenses, Capture payments on the system, Identify and change status of lapsed licences, update particulars on approved transfers and removal of licences Compile weekly, monthly and quarterly reports Compile database of all active and lapsed liquor outlets Ensure verification of applications for board adjudication.
<u>ENQUIRIES</u>	:	Ms Khumoetsile Taoana Tel No: (018) 388 5959
<u>POST 27/325</u>	:	<u>PROVINCIAL LIQUOR TRADE INSPECTOR REF NO: 32/DEDECT/2023/NW</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Rustenburg
<u>REQUIREMENTS</u>	:	An appropriate three (3) year National Diploma in Law/Public Administration or related Degree A minimum of two (2) years' experience in the compliance, enforcement environment and investigations Experience in liquor related field will be an added advantage A valid driver's licence is compulsory. Competencies: Good verbal and written communication skills Planning, organization and Presentation skills Computer literacy and research skills Understanding of Government policies Good interpersonal and customer relations skills Ability to work in a team, long hours and under pressure Report writing skills Experience in conducting inspections and investigations as well as in stakeholder management and project management Broad Knowledge and understanding of the National Liquor Act and Regulations including National liquor Policy and National Norms and standard.
<u>DUTIES</u>	:	Conduct routine and joint compliance inspections on both National and Provincial Liquor legislations to ensure compliance with the Liquor related legislation, throughout the four district of the Province Conduct raids operations as and when required Compile weekly, monthly and quarterly reports Compile database of liquor outlets Issue compliance and non-compliance notices Conduct initial and final inspections and compile a comprehensive report Liaise

with relevant stakeholders Conduct inspections/ investigations in loco on behalf of the board and compile a comprehensive report NB: The candidate to be appointed will be a Provincial Inspector and may be deployed anywhere in the North West Province.

ENQUIRIES : Ms Sylvia Mokonyane Tel No: (018) 388 5864

POST 27/326 : **LIQUOR EDUCATION AND AWARENESS OFFICER REF NO: 33/DEDECT/2023/NW**

SALARY : R359 517 per annum (Level 08)

CENTRE : Vryburg

REQUIREMENTS : An appropriate National Diploma or Degree in Education/Communication/Public Administration or an equivalent qualification in the field of research and marketing A minimum of three (3) years' experience in the compliance regulatory environment, of which liquor trading environment will be an added advantage A valid driver's license. Competencies: Good verbal and written communication skills Presentation skills Computer literacy and research skills Understanding of Government policies Good interpersonal and customer relations skills Ability to work in a team and under pressure Report writing skills Good research, report writing, presentation, communication, (Verbal and Written) planning and organization skills Broad Knowledge and understanding of the National and Provincial Liquor legislation including National liquor policy, norms and standard.

DUTIES : Ensure effective liquor regulation and strengthen compliance by conducting awareness campaigns targeted at liquor traders Roll out of education and awareness activities to increase public knowledge on liquor related matters (Lectures, roadshows and radio interviews) The official will be expected to make power point presentations and update information brochures Plan and Organise social responsibility programme through collaboration with liquor traders and other stakeholders to counter socio economic effects of liquor trade Facilitate the formations of Liquor forums and associations in the Province Establish and forge partnerships within other government Departments and institutions Compile comprehensive weekly, monthly and quarterly reports NB: The candidate to be appointed will be a Provincial Inspector and may be deployed anywhere in the North West Province.

ENQUIRIES : Ms Sylvia Mokonyane Tel No: (018) 388 5864

POST 27/327 : **EDUCATION AND RESEARCH REF NO: 34/DEDECT/2023/NW**

SALARY : R359 517 per annum (Level 08)

CENTRE : Brits

REQUIREMENTS : A minimum of Bachelor's degree in Education/Commerce/Consumer Science/Communication/Public Administration Three (3) years' experience in regulatory environment Experience of consumer-related environment will be an added advantage A driver's license Computer literacy. Competencies: Good verbal and written communication skills Presentation skills Computer literacy and research skills Understanding of Government policies Good interpersonal and customer relations skills Ability to work in a team and under pressure Report writing skills Broad knowledge of the Consumer protection legislation in particular Consumer Protection Act and National Credit Act.

DUTIES : Conduct education and awareness programmes Dissemination of information on consumer related matters Organise and hold information session workshops Work with other regulatory bodies on their consumer education initiatives Conduct Consumer Road Shows Promote media literacy through media talk shows Provide print and electronic to media Continuously update consumer information brochures Conduct research on consumer behaviour or other related matters Partake in inter-provincial activities.

ENQUIRIES : Mr Seile Letsogo Tel No: (018) 388 5847

POST 27/328 : **SENIOR ADMINISTRATION OFFICER (CONSUMER INVESTIGATION) REF NO: 35/DEDECT/2023/NW**

SALARY : R359 517 per annum (Level 08)

CENTRE : Mahikeng

REQUIREMENTS : A minimum three (3) year Diploma in Paralegal or Degree in Bachelor of Commerce Criminology or Law of Contract Two (2) year experience in administrative field an experience in regulatory or consumer-related environment will be an added advantage A valid driver's licence Computer literacy. Competencies: Ability to interpret and apply policies and guidelines, preferably in consumer legislative framework Highly motivated individual who

has the ability to work independently Good verbal and written communication skills Computer literacy and research skills Understanding of government policies Good interpersonal and customers skills Ability to work in a team and under pressure Extensive knowledge of the Consumer protection legislation, in particular Consumer Protection Act Organizational, planning and management skills.

DUTIES : Assess complaints objectively Evaluate the facts to establish whether there is a just cause Conduct investigation/inquiries on consumer complaints Conduct business compliance inspections Mediate between consumers and businesses Liaise with other regulators within consumer protection space Conduct research on consumer issues Give legal advice on consumer related issues and interpret contracts and other legal documents Liaise with other stakeholders on consumer advocacy matters Keep and maintain file records of consumer complaints.

ENQUIRIES : Mr. William Mpempe Tel No: (053) 928 0381

POST 27/329 : **SENIOR LABOUR RELATIONS PRACTITIONER REF NO: 37/DEDECT/2023/NW**

SALARY : R359 517 per annum (Level 08)

CENTRE : Mahikeng

REQUIREMENTS : A three (3) year tertiary qualification (NQF level 6) as recognised by SAQA in Labour Relations/Human Resource Management or equivalent qualification specialising in Labour Relations Minimum three (3) - five (5) years' experience as Labour Relations Officer. Competencies: Sound knowledge of the Labour Relations regulatory environment, including but not limited to Labour Relations Act, Public Service Act, Public Service Regulations, and Interpretation and applicable Collective Agreements. Knowledge of disputes resolution procedure Good communication skills, both verbal and written Strong interpersonal skills and ability to work under pressure Computer literacy Driver's license is a requirement and willing to travel Investigation and analytical skills.

DUTIES : Facilitate the resolution of grievances lodged by employees Investigate grievances and misconduct cases Represent the department in disciplinary matters Provide support in compiling strike/ protest action reports Capture cases on PERSAL and maintain Labour Relations database Extract PERSAL reports related to labour relations and report thereon Compile monthly, quarterly and half yearly reports to the relevant stakeholders (Office of the Premier and Public Service Commission) Facilitate labour relations training, take part in the Employee/management forums.

ENQUIRIES : Dr Joseph Modise Tel No: (018) 388 5907

POST 27/330 : **TOURISM OFFICER: TOURISM GROWTH AND DEVELOPMENT REF NO: 43/DEDECT/2023/NW**

SALARY : R359 517 per annum (Level 08)

CENTRE : Mahikeng

REQUIREMENTS : Matric Diploma/Degree in Tourism Management/Development Computer Literacy Office Applications A proven track record, of at least three (3) years' experience in the Tourism SMME development sector Proven experience in the tourism stakeholder relation programmes Must be in possession of a valid driver's license. Competencies: Knowledge of tourism-related policies, strategies and legislation Presentation skills Communication Skills Facilitation skills A valid driver's license.

DUTIES : Attend to tourism related queries Updates department's tourism's database for accurate and easy access of information Coordinate tourism growth programmes Conduct tourism growth ie enterprise development programmes within Ngaka Modiri Molema, organise stakeholder relations programmes Implement tourism related needs and interventions.

ENQUIRIES : Mr Tlhopane Nthati Tel No: (018) 388 5970

POST 27/331 : **ENVIRONMENTAL OFFICER PRODUCTION REF NO: 20/DEDECT/2023/NW**

Development Impact Management

SALARY : Grade B: R361 110 per annum

CENTRE : Rustenburg and Mahikeng

REQUIREMENTS : A three (3) year Bachelor's Degree/Diploma in the field of Environmental Science/ Management or relevant equivalent qualification Knowledge of National Environmental Management Act, 1998 (NEMA) and its implementation as well as, Environmental Impact Assessment (EIA)

Regulations, 2014 as amended Must have minimum three (3) years practical experience in the field of Environmental Impact Assessments A valid driver's licence Computer Literacy Registration as candidate Environmental Assessment Practitioner (EAP) or submit proof of registration with the Environmental Assessment Practitioners Association of South Africa (EAPASA). Competencies: Knowledge and Experience in evaluation of Environmental Impact Assessment process applications Knowledge and experience in EIA Administrative Systems Background in Geographic Information Systems (GIS) will be an added advantage Must be able to work under pressure and able to interact with a diversity of clients and staff Have knowledge and sound understanding of environmental issues, environmental management and environmental law Must have proven verbal and written communication skills Ability to timeously produce legal and informative documents, and formulate clear, concise and legally defensible decisions.

DUTIES

: Evaluation of applications for EIA process, that is, Review of Basic Assessment Reports, Scoping Report (SR) and Environmental Impact Assessment Reports (EIAR), S24 G Application Reports, application for Environmental Authorization Amendments and reaching legally defensible decision within operational plan timeframe Provide information and technical/procedural advice relating to impact management, that is, Review documents such as Business Rights/Basic Assessment Report/Environmental Management Programmes/Scoping Report/Environmental Impact Assessment Report received from other competent authorities, including evaluation of EIA related queries Evaluate and investigate the impact of mining, urban, industrial utility and other forms of development, within the context of various integrated environmental management tools including EMF, and Strategic Environmental Assessment Capture the application information into the National Environmental Authorization System (NEAS) Be involved in the development of Environmental Management Framework (EMF) in the implementation of such EMFs Perform administrative and related functions Prepare the applications status quo, update investigation diaries and site inspection reports including back to office report.

ENQUIRIES

: Ms Ellis Thebe Tel No: (018) 389 5099

POST 27/332

: **ENVIRONMENTAL OFFICER PRODUCTION REF NO: 20/DEDECT/2023/NW**
Development Impact Management

SALARY CENTRE REQUIREMENTS

: Grade B: R361 110 per annum
: Rustenburg and Mahikeng
: A three (3) year Bachelor's Degree/Diploma in the field of Environmental Science/ Management or relevant equivalent qualification Knowledge of National Environmental Management Act, 1998 (NEMA) and its implementation as well as, Environmental Impact Assessment (EIA) Regulations, 2014 as amended Must have minimum three (3) years practical experience in the field of Environmental Impact Assessments A valid driver's licence Computer Literacy Registration as candidate Environmental Assessment Practitioner (EAP) or submit proof of registration with the Environmental Assessment Practitioners Association of South Africa (EAPASA). Competencies: Knowledge and Experience in evaluation of Environmental Impact Assessment process applications Knowledge and experience in EIA Administrative Systems Background in Geographic Information Systems (GIS) will be an added advantage Must be able to work under pressure and able to interact with a diversity of clients and staff Have knowledge and sound understanding of environmental issues, environmental management and environmental law Must have proven verbal and written communication skills Ability to timeously produce legal and informative documents, and formulate clear, concise and legally defensible decisions.

DUTIES

: Evaluation of applications for EIA process, that is, Review of Basic Assessment Reports, Scoping Report (SR) and Environmental Impact Assessment Reports (EIAR), S24 G Application Reports, application for Environmental Authorization Amendments and reaching legally defensible decision within operational plan timeframe Provide information and technical/procedural advice relating to impact management, that is, Review documents such as Business Rights/Basic Assessment Report/Environmental Management Programmes/Scoping Report/Environmental Impact Assessment Report received from other competent authorities, including evaluation of EIA related queries Evaluate and investigate the impact of mining, urban, industrial utility and other forms of development, within the context of various integrated environmental management tools including EMF, and Strategic Environmental

Assessment Capture the application information into the National Environmental Authorization System (NEAS) Be involved in the development of Environmental Management Framework (EMF) in the implementation of such EMFs Perform administrative and related functions Prepare the applications status quo, update investigation diaries and site inspection reports including back to office report.

ENQUIRIES : Ms Ellis Thebe Tel No: (018) 389 5099

POST 27/333 : **ENVIRONMENTAL OFFICER PRODUCTION (REPORTING) REF NO: 25/DEDECT/2023/NW**

SALARY : Grade B: R361 110 per annum

CENTRE : Mahikeng

REQUIREMENTS : A National Diploma or Degree in Environmental Management or Natural Sciences Minimum of two (2) years' experience in environmental management Knowledge on environmental indicators Sound knowledge of South African Environmental Legislation, Policies, Protocols and Interventions A valid driver's license code 08 (EB) Advanced computer literacy in MS Office (MS Word, MS Excel, MS Outlook) Experience in use of GIS software is preferable. Competencies: Good verbal and written communication skills Database management Data processing and interpretation skills Analytical skills Report writing skills Personal attributes: conscientious, dedicated, innovative, organised and ability to meet deadlines.

DUTIES : The consolidation of required statutory reports within Environmental Services Programme Contribute toward the compilation, maintenance, expansion and update of the Provincial Environment Outlook Support the state of environment reporting at local level Support the development and reporting on relevant Environmental Indicators Provide support to the functioning of the Integrated Environmental Information Management System of the Environmental Services Programme To perform administrative duties related to the post and assist with budget inputs.

ENQUIRIES : Ms Tharina Boshoff Tel No: (018) 389 5656

POST 27/334 : **ENVIRONMENTAL OFFICER PRODUCTION REF NO: 28/DEDECT/2023/NW**
Environmental Extension Services

SALARY : Grade B: R361 110 per annum

CENTRE : Vryburg

REQUIREMENTS : A recognized three (3) years Degree in Environmental Management/Environmental Science/Biodiversity management or Nature Conservation/Environmental Education Knowledge of the National Environmental Management Act (Act No of 1998) and all the SEMAs. Competencies: A valid driver's license Three (3) years' experience in the environment sector Computer skills Good broad knowledge of Environmental issues, Legislation, Policy and International Conventions Project management skills. Good communication and interpersonal skill. Ability to identify and solve problems. Conflict resolution and analytical thinking skills. Ability to work in the office and field environment. Ability to work as part of a team and also work independently.

DUTIES : Plan and implement environmental awareness campaigns Plan and implement Community based natural resource management programmes Plan and implement environmental calendar events Reporting on environmental awareness programs Plan and implement environmental club activities Plan and implement the recruitment and registration of clubs Report on clubs activities and statistics Plan and implement environmental projects Report on projects activities Plan and implement extension activities for the targeted beneficiaries Provide after care support for extension projects/programme Report on Environmental Extension activities.

ENQUIRIES : Ms Lebo Diale Tel No: (018) 389 5666

POST 27/335 : **ENVIRONMENTAL OFFICER PRODUCTION (REPORTING) REF NO: 25/DEDECT/2023/NW**

SALARY : Grade A: R310 767 per annum

CENTRE : Mahikeng

REQUIREMENTS : A National Diploma or Degree in Environmental Management or Natural Sciences Minimum of two (2) years' experience in environmental management Knowledge on environmental indicators Sound knowledge of South African Environmental Legislation, Policies, Protocols and Interventions A valid driver's

license code 08 (EB) Advanced computer literacy in MS Office (MS Word, MS Excel, MS Outlook) Experience in use of GIS software is preferable. Competencies: Good verbal and written communication skills Database management Data processing and interpretation skills Analytical skills Report writing skills Personal attributes: conscientious, dedicated, innovative, organised and ability to meet deadlines.

DUTIES : The consolidation of required statutory reports within Environmental Services Programme Contribute toward the compilation, maintenance, expansion and update of the Provincial Environment Outlook Support the state of environment reporting at local level Support the development and reporting on relevant Environmental Indicators Provide support to the functioning of the Integrated Environmental Information Management System of the Environmental Services Programme To perform administrative duties related to the post and assist with budget inputs.

ENQUIRIES : Ms Tharina Boshoff Tel No: (018) 389 5656

POST 27/336 : **ENVIRONMENTAL OFFICER PRODUCTION REF NO: 28/DEDECT/2023/NW**
Environmental Extension Services

SALARY : Grade A: R310 767 per annum
CENTRE : Vryburg
REQUIREMENTS : A recognized three (3) years Degree in Environmental Management/Environmental Science/Biodiversity management or Nature Conservation/Environmental Education Knowledge of the National Environmental Management Act (Act No of 1998) and all the SEMAs. Competencies: A valid driver's license Three (3) years' experience in the environment sector Computer skills Good broad knowledge of Environmental issues, Legislation, Policy and International Conventions Project management skills Good communication and interpersonal skill Ability to identify and solve problems Conflict resolution and analytical thinking skills Ability to work in the office and field environment Ability to work as part of a team and also work independently.

DUTIES : Plan and implement environmental awareness campaigns Plan and implement Community based natural resource management programmes Plan and implement environmental calendar events Reporting on environmental awareness programs Plan and implement environmental club activities Plan and implement the recruitment and registration of clubs Report on clubs activities and statistics Plan and implement environmental projects Report on projects activities Plan and implement extension activities for the targeted beneficiaries Provide after care support for extension projects/programme Report on Environmental Extension activities.

ENQUIRIES : Ms Lebo Diale Tel No: (018) 389 5666

POST 27/337 : **BIODIVERSITY OFFICER PRODUCTION REF NO: 24/DEDECT/2023/NW**

SALARY : Grade A: R310 767.per annum, (OSD salary)
CENTRE : Wolmaransstad
REQUIREMENTS : A three (3) - year Bachelor's Degree/Diploma in Nature Conservation/Environmental Management qualification A post-graduate degree in Natural Sciences and/or Designation as an Environmental Management Inspector will be an added advantage At least two (2) years' work experience in the Biodiversity and Conservation Management or Compliance and Enforcement field Must be in possession of a valid driver's licence Computer literacy. Competencies: Thorough understanding of and experience in biodiversity Management and Conservation issues Knowledge of sustainable use of natural resources and ecosystems, alien and invasive species, Convention on International Trade in Endangered Species of wild Fauna and Flora (CITES) and Threatened or Protected Species Knowledge of relevant Legislative Framework governing Biodiversity Management and Conservation in the Province Public engagement and public relations skills.

DUTIES : The successful candidate will be required to conduct Biodiversity Inspections towards permit issuance and compliance enforcement in Dr. Kenneth Kaunda District Implement International and National Biodiversity Legislative prescripts and Indicators with specific reference to Threatened or Protected Species Alien and invasive Species Bio-prospecting Access and benefit Sharing and CITES Manage key performance areas of subordinates Prepare monthly, quarterly and annual reports Verbal, written communication and report writing skills, work outdoors under pressure and extensive travelling.

ENQUIRIES : Dr Letlhogonolo Gaborone Tel No: (018) 389 5928

POST 27/338 : **ENVIRONMENTAL OFFICER PRODUCTION REF NO: 20/DEDECT/2023/NW**
Development Impact Management

SALARY : Grade A: R310 767 per annum
CENTRE : Rustenburg and Mahikeng
REQUIREMENTS : A three (3) year Bachelor's Degree/Diploma in the field of Environmental Science/ Management or relevant equivalent qualification Knowledge of National Environmental Management Act, 1998 (NEMA) and its implementation as well as, Environmental Impact Assessment (EIA) Regulations, 2014 as amended Must have minimum three (3) years practical experience in the field of Environmental Impact Assessments A valid driver's licence Computer Literacy Registration as candidate Environmental Assessment Practitioner (EAP) or submit proof of registration with the Environmental Assessment Practitioners Association of South Africa (EAPASA).Competencies: Knowledge and Experience in evaluation of Environmental Impact Assessment process applications Knowledge and experience in EIA Administrative Systems Background in Geographic Information Systems (GIS) will be an added advantage Must be able to work under pressure and able to interact with a diversity of clients and staff Have knowledge and sound understanding of environmental issues, environmental management and environmental law Must have proven verbal and written communication skills Ability to timeously produce legal and informative documents, and formulate clear, concise and legally defensible decisions.

DUTIES : Evaluation of applications for EIA process, that is, Review of Basic Assessment Reports, Scoping Report (SR) and Environmental Impact Assessment Reports (EIAR), S24 G Application Reports, application for Environmental Authorization Amendments and reaching legally defensible decision within operational plan timeframe Provide information and technical/procedural advice relating to impact management, that is, Review documents such as Business Rights/Basic Assessment Report/Environmental Management Programmes/Scoping Report/Environmental Impact Assessment Report received from other competent authorities, including evaluation of EIA related queries Evaluate and investigate the impact of mining, urban, industrial utility and other forms of development, within the context of various integrated environmental management tools including EMF, and Strategic Environmental Assessment Capture the application information into the National Environmental Authorization System (NEAS) Be involved in the development of Environmental Management Framework (EMF) in the implementation of such EMFs Perform administrative and related functions Prepare the applications status quo, update investigation diaries and site inspection reports including back to office report.

ENQUIRIES : Ms Ellis Thebe Tel No: (018) 389 5099

POST 27/339 : **SUPPLY CHAIN PRACTITIONER REF NO: 18/DEDECT 2023/NW**

SALARY : R294 321 per annum (Level 07)
CENTRE : Mahikeng
REQUIREMENTS : Bachelors' degree (NQF 7)/National Diploma NQF level 6/Economics/Financial management/ Supply Chain Management with 3 years' relevant experience in Supply Chain Management A valid driver's license. Competencies: Knowledge of the public sector procurement processes, rules and regulations Understanding of the PFMA, Treasury Regulations and other related prescripts. Good verbal and written communication skills, interpersonal relations, time management, office management and administration skills Knowledge of the Walker transversal systems will be an added advantage Computer literacy in Microsoft Office and accounting systems Ability to work under pressure and deliver to tight deadlines.

DUTIES : Assist end users with timeous development of the specifications/terms of reference for sourcing of quotes and bids Assist end users with compilation of Demand Management Plans and Procurement Plan Consolidate relevant reports and review demand management Plans Conduct market and variance analysis, commodities Procurement of goods, services and works within the department by means of quotations and bids Maintenance of effective systems and procedures for the procurement of goods and services Compilation of bid documents Administration of bids, specification, publication, evaluation and adjudication Prepare management reports Supervision of staff.

ENQUIRIES : Mr. Willie Molokele Tel No: (018)388 5907

<u>POST 27/340</u>	:	<u>PERSONAL ASSISTANT TO THE HEAD OF REF NO: 19/DEDECT/2023/NW (X2 POSTS)</u> Department and Chief Director: IEDS
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 and National Diploma (NQF 6) in Office Management/Office Administration/ Management Assistant 2-3 years of experience in rendering a support secretarial services Computer literacy Candidates must be prepared to travel and work long hours A valid driver's license. Competencies: Effective Telephone etiquette Good customer approach and understanding cultural diversity Ability to prioritize workloads Excellent written and verbal communication skills across all levels Ability to work independently Ability to establish and maintain effective working relationship with individuals from diverse backgrounds High ethical standards Ability to confidentially interact with stakeholders at all levels within and outside the Department Ability to do evaluate and analyse documents and situations Knowledge on the relevant legislation/policies/prescriptions and procedures Basic knowledge on financial administration Proactive, trustworthy and high output-driven individual.
<u>DUTIES</u>	:	Rendering Administrative and Secretarial support services to the respective manager Diary planning/ scheduling of appointments and ensuring efficiency of the office of the manager Manage document flow, filing, safety and custody in the office of the manager Provide secretarial services for the Chief Directorate division meetings Collating all information/documentation required from departments for audit purpose Consolidating and compiling monthly, quarterly and management performance reports of the respective unit Handles the procurement of goods and services for the activities of the manager Communicating with internal and external stakeholders telephonically, in person and in writing through the drafting of letters, documents, reports and e-mail messages Receiving and co-ordinating mail addressed to the manager for their perusal and action Support the manager with the administration of the manager's budget Follow up and liaise with the manager to report on operational matters.
<u>ENQUIRIES</u>	:	Mr. Kakona Tlhomelang Tel No: (018) 388 5826
<u>POST 27/341</u>	:	<u>LABOUR RELATIONS OFFICER REF NO: 38/DEDECT/2023/NW</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	An appropriate B Degree/National Diploma in Human Resource Management or Labour Relations field which must include experience in handling disciplinary matters and grievances Ability to work under pressure and must have office administration competency Driver's license is a requirement and willing to travel. Competencies: Computer literacy (MS Word, MS Excel) knowledge of the LR administration process, conversant with LR prescript and procedures Sound verbal and written communication skills.
<u>DUTIES</u>	:	Facilitate the resolution of grievances lodged by employees Investigate complaints and misconduct cases Represent the department in the disciplinary matters Compile strike/protest management reports Assist in coordination of organizational rights Capture cases on PERSAL and maintain Labour Relations database Extract PERSAL reports related to labour relations and report thereon Compile monthly, quarterly and half yearly reports to the relevant stakeholders (Office of the Premier and Public Service Commission) Analyse data and trends and participate in the development of mitigation plans Facilitate labour relations training take part in the Employee/management forums. Render secretarial service in the multilateral meetings Assist in any office administration.
<u>ENQUIRIES</u>	:	Dr. Joseph Modise Tel No: (018) 388 5907
<u>POST 27/342</u>	:	<u>PERSONNEL PRACTITIONER: PMDS REF NO: 39/DEDECT/2023/NW</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	A three (3)-year National Diploma or Bachelor's Degree in Human Resource/equivalent qualification and two (2)-three (3) years' relevant experience in Human Resource Management A valid driver's licence will be an added advantage. Competencies: Interpersonal relations, planning and organising, innovations, presentation, analytical and communication skills Computer literacy (PERSAL knowledge) Ability to formulate, interpret HR practice, procedures and policies In-depth knowledge of performance

- management and development system and performance auditing Good administrative, financial and project management experience.
- DUTIES** : Develop and implement effective performance management system Manage submission of work plans and performance agreement Ensure that job descriptions are developed and signed by all employees Conduct and manage first and final performance assessment Manage performance auditing Manage the database and provide accurate and reliable statistics Act as a consultant to line managers to ensure effective management of individual performance and support the investigation of queries Ensure alignment and plans as well as alignment of assessment documents to performance agreements/work plans Contribute to the development, review and maintenance of the performance management system and processes Render a human resource advisory service to the management of the Department by investigating, analysing, benchmarking and interpreting legislation, prescripts and other human resource related issues to promote an effective human resource environment Conduct information sessions.
- ENQUIRIES** : Ms Ipeleng Letsholo Tel No: (018) 388 5882
- POST 27/343** : **PLANNER: MONITORING AND EVALUATION REF NO: 46/DEDECT/2023/NW**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Mahikeng
: A three (3) year Bachelor's Degree/National Diploma in Public Administration/Public Management. Two (2) to three (3) years' work experience in Monitoring and Evaluation (M&E) Must be in possession of a valid driver's license Computer literacy. Competencies: Excellent communication, analytical and report writing skills Project management skills Sound knowledge of the Government Planning and Reporting processes Knowledge of various Public Service Legal prescripts Good communication (verbal and written) skills.
- DUTIES** : Consolidate quarterly performance reports for the Department Verify the Portfolio of Evidence of quarterly performance reports from programme managers Assist in analysing quarterly performance reports and prepare presentations thereof Assist in the compilation of the departmental annual report Provide secretariat support services to the Department's performance review sessions.
- ENQUIRIES** : Mr. KY Asumah Tel No: (018) 388 5838
- POST 27/344** : **BIODIVERSITY: PERMIT OFFICER (PROFESSIONAL HUNTING) REF NO: 29/DEDECT/2023/NW**
- SALARY CENTRE REQUIREMENTS** : R241 485 per annum (Level 06)
: Mahikeng
: An appropriate three (3) - year Degree/Diploma in Nature Conservation At least two (2) years' experience in the Biodiversity and Conservation Management field. Competencies: Thorough understanding of biodiversity issues Extensive knowledge of sustainable use of natural resources and ecosystems, alien & invasive species Conversant with contents of legislative frameworks governing biodiversity management and conservation Demonstrate ability to operate the electronic Biodiversity Permit Issuing system and ability to use computers which includes MS Word, Excel, and Outlook Ability to communicate with a wide range of stakeholders verbally & written Demonstrate good administrative skills and ability to work under pressure A valid driver's license is compulsory.
- DUTIES** : The successful candidate will be required to issue all biodiversity permits and licenses related to the Professional Hunting Industry Collate all hunting registers and compile permit statistics to produce permit and reconciliation reports Receive and manage permit queries and complaints Prepare monthly, quarterly and annual permit reports.
- ENQUIRIES** : Mr Stephen Molatlhegi Tel No: (018) 389 5093

DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

- APPLICATIONS** : Applications quoting relevant reference, should be forwarded as follows:
Provincial Office Mahikeng: Healthjobs@nwpg.gov.za
Dr. Ruth Segomotsi Mompoti District Office, Private Bag X24, Vryburg, 8600
Kagisano-Molopo Sub-District Office, Private Bag X533, Ganyesa, 8613

Greater Taung Sub-District Office, Private Bag X1052, Taung Station, 8580
 Taung Hospital, Private Bag X535, Taung Station, 8584
 Christiana Hospital, Private Bag X07, Bloemhof, 2660
 Ganyesa Hospital, Private Bag X528, Ganyesa, 8613
 Joe Morolong Memorial Hospital, Private Bag X4, Vryburg, 8600
 Naledi Sub-District Office, Private Bag X14, Vryburg, 8600
 Lekwa Teemane Sub-District Office, Private Bag X07, Bloemhof, 2660
 Bojanala District Office, Private Bag X82090, Rustenburg, 0300
 Moses Kotane Hospital, Private Bag X2, Sun City 0316
 Koster/Swartruggens Hospital, Private Bag x 1002, Swartruggens, 2835
 Brits Hospital, Private bag X5030, Brits, 0250
 Moses Kotane Sub -District Office, Private Bag X1045, Mogwase, 314
 Kgetleng Sub-District Office, Private Bag X1017, Swartruggens, 2835
 Rustenburg Sub- District Office, Private Bag X82055, Rustenburg, 0300
 Moretele Sub-District Office, Private Bag X454, Hammanskraal, 0400
 Job Shimankana Tabane Hospital, Private Bag X82079, Rustenburg, 0300
 Ngaka Modiri Molema District Office, Private Bag X116, Mmabatho, 2735
 Mafikeng Provincial Hospital, Private Bag X2031, Mafikeng 2745
 Bophelong Psychiatric Hospital, Private Bag X2031, Mafikeng, 2745
 General De La Rey Hospital Complex, Private Bag X6, Itsoeng 2744
 Lehurutshe/Zeerust Hospital Complex, Private Bag X1326, Zeerust, 2865
 Ditsobotla Sub-District Office, Private Bag X12051, Lichtenburg, 2740
 Ramotshere Moiloa Sub-District Office, Private Bag X6338, Zeerust, 2865
 North West College of Nursing: Mafikeng Campus, Private Bag X2178, Mafikeng, 2745
 Tswaing Sub- District Office, Private Bag X5003, Delareyville, 2770
 Dr Kenneth Kaunda District Office Private Bag A 2, Klerksdorp, 2570
 Potchefstroom Hospital, Private Bag X938, Potchefstroom, 2531
 Witrand Hospital, Private Bag X253, Potchefstroom, 2520
 Nic Bodenstein Hospital, Private Bag X7, Wolmaransstad 2630
 Klerksdorp/Tshepong Hospital Complex, Private Bag XA14, Klerksdorp 2570
 Maquassi Hills Sub-District Office, Private Bag X16, Wolmaransstad, 2630
 North West College of Nursing: Klerksdorp Campus Private Bag A 19, Klerksdorp, 2570
 JB Marks Sub-District Office Private Bag X1253, Potchefstroom, 2520
 Ms T.D Dithipe, Provincial Office Mahikeng
 Mr G.N Maibi, Dr. Ruth Segomotsi Mompoti District Office
 Ms G Legalamitlwa, Kagisano-Molopo Sub-District Office
 Ms M Oss, Greater Taung Sub-District Office
 Mr R Manoko, Taung Hospital,
 Mr O Khonkhobe, Christiana Hospital
 Ms D Jonkane, Ganyesa Hospital
 Mr M Montshiwagae, Joe Morolong Memorial Hospital
 Ms L Tshetu, Naledi Sub-District Office,
 Mr O.C Khonkhobe, Lekwa Teemane Sub-District Office
 Mr K.F Pelo, Bojanala District Office
 Ms M.M Marakalla, Moses Kotane Hospital
 Mr T Isaacs, Koster/Swartruggens Hospital
 Mr M Teme, Brits Hospital
 Mr L Mokotedi, Moses Kotane Sub -District Office
 Ms R Sekgobela, Kgetleng Sub-District Office
 Mr M Themeli, Rustenburg Sub- District Office
 Mr A Moremi, Moretele Sub-District Office,
 Ms S Magwaza, Job Shimankana Tabane Hospital
 Ms N Motlhabane, Ngaka Modiri Molema District Office
 Mr V Legoete, Mafikeng Provincial Hospital
 Ms M Moche, Bophelong Psychiatric Hospital
 Mr J Nontenjwa. General De La Rey Hospital Complex
 Ms J Mlambo, Lehurutshe/Zeerust Hospital Complex Hospital
 Mr M Tshotyane, Ditsobotla Sub-District Office
 Mr D Moloto, Ramotshere Moiloa Sub-District Office
 Ms O Manoto. North West College of Nursing: Mafikeng Campus
 Mr M Chacha, Tswaing Sub- District Office
 Ms B Sebokololi, Dr Kenneth Kaunda District Office
 Mr K Molatudi, Potchefstroom Hospital
 Ms L Matsipe, Witrand Hospital
 Ms A Segame, Nic Bodenstein Hospital,
 Mr A Mlambo, Klerksdorp/Tshepong Hospital Complex
 Mr M.B Tati, Maquassi Hills Sub-District Office
 Ms N Mmolai, North West College of Nursing: Klerksdorp Campus

FOR ATTENTION

:

CLOSING DATE : Ms M Boikanyo, JB Marks Sub-District Office
NOTE : 21 August 2023
 : The Department requests applicants to apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (with detailed previous experience). Failure to do so will result in your application being disqualify. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: North West Department of Health is an equal opportunity and affirmative action employer. It is our intention to promote representivity in North West Department of Health through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. North West Department of Health will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

OTHER POSTS

POST 27/345 : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: 01/2023/05**

SALARY CENTRE : R1 887 363 per annum, (all-inclusive package)
 : Dr Ruth Segomotsi Mompoti District (Paediatrician)
 : Dr Kenneth Kaunda District (Family Medicine)

REQUIREMENTS : Appropriate qualification that allows for registration with the Health Professions Council of South Africa as Medical Specialist in a normal speciality or recognised Sub-speciality. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa as Medical Specialist in a normal speciality or a recognised sub-speciality. Minimum of 3 years' appropriate experience as Medical Specialist after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal speciality or in a recognised sub-speciality. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. A valid driver's license.

DUTIES : Provide inpatient and outpatient care services. Organise and conduct clinical services in the respective department and as part of the cluster. Involve in outreach programmes within our cluster. Provide leadership to the department. Develop a quality improvement programme in line with OHSC regulation and all other applicable health legislation. Ensure optimal use of human and material resources according to PFMA. Monitor and evaluate staff performance according to the PMDS framework. Participate in all senior management meeting in the hospital, cluster and university (if jointly appointed).Organise and provide appropriate training to under- and postgraduate students .Organise, monitor and report on research in the department. Perform all administrative duties of the department.

ENQUIRIES : Mr G.N Maibi Tel No: (053) 928 0500 (Dr Ruth Segomotsi Mompoti District)
 Ms B Sebokololi Tel No: (018) 462 5744 (Dr Kenneth Kaunda District)

<u>POST 27/346</u>	:	<u>CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: 02/2023/05</u>
<u>SALARY</u>	:	R1 288 095 per annum, (all-inclusive package)
<u>CENTRE</u>	:	General De Larey Hospital & Lehurutshe/Zeerust Hospital Complex
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Practitioner. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa as a Medical Practitioner. A minimum of 3 years appropriate experience as Medical Officer after registration with the Health Professions Council of South Africa as Medical Practitioner. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. A valid driver's license.
<u>DUTIES</u>	:	Manage the KPA's of subordinates. Ensure quality patient care/risk management/clinical governance. Be responsible for continual professional development (training). Make doctor's rounds. Examine patients and evaluate progress. Develop and upgrade departmental policies, procedures and protocols and ensure adherence to applicable health legislations. Be responsible for operational plan, budget and action plans as well as budgetary control of the department. Conduct clinical audits, research and interdepartmental liaison. Coordinate and head meetings such as PSG, Drug & Therapeutic, etc. Attend court proceedings as directed. Visit critical patients after hours, even if not on call. Act as consultant in departments where no consultations are available. Ensure adherence to Batho Pele Principles and Patient Rights Charter. Allocate the Doctors and Allied Health Professions to the departments and rotate them as planned.
<u>ENQUIRIES</u>	:	Mr J.G Seleke Tel No: (018) 632 3041 (General De Larey Hospital) Mr A Bogatsu Tel No: (018) 384 0240/39 (Lehurutshe/Zeerust Hospital Complex)
<u>POST 27/347</u>	:	<u>MEDICAL SPECIALIST REF NO: 03/2023/05</u>
<u>SALARY</u>	:	R1 214 805 – R2 001 927 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Mafikeng Provincial Hospital: Internal Medicine (X1 Post) Potchefstroom Hospital (X1 Post) Joe Morolong Memorial Hospital: Internal Medicine (X2 Posts) Anaesthesiology (X2 Post) General Surgery (X1 Post) Family Medicine (X1 Post) Klerksdorp/Tshepong Hospital Complex: Cardiothoracic (X1 Post) Haemathology (X1 Post) Family Physician (X1 Post) Job Shimankana Tabane Hospital: (General Surgery (X1 Post) Paediatrics (X1 Post) Orthopaedic (X1 Post) Obstetrics & Gynaecology (X1 Post) Internal Medicine (X1 Post) Radiology Services (X1 Post) Moses Kotane Hospital: (Obstetrics & Gynaecology (X2 Posts) Paediatrics (X2 Posts) Brits Hospital: (Paediatrics (X1 Post) Gynaecology & Obstetrics (X2 Posts) Anaesthetic (X1 Post) Physician (X1 Post) General Surgery (X1 Post) Dr Kenneth Kaunda District (Family Medicine)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in a normal Speciality. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality. For Grade 1: None after registration with the Health Professions Council of South Africa as Medical Specialist in a normal Speciality. For Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the Health Professions Council of South Africa as Medical Specialist in a normal Speciality. For Grade 3: A minimum of 10 years'

- appropriate experience as Medical Specialist after registration with the Health Professions Council of South Africa as Medical Specialist in a normal Speciality. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. A valid driver's license.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care and supervising junior medical staff. Render after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal documents timeously. Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the Head of Unit on service delivery, clinical audits and where necessary and quality improvement plans. Implement, monitor adherence to quality standards within the department. Prepare and write reports. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES** : Mr V. Legoete Tel No: (018) 383 6700, (Mafikeng Provincial Hospital)
Mr K.D Molatudi Tel No: (018) 293 4420 (Potchefstroom Hospital).
Mr M.S Montshiwagae Tel No: (053) 928 9312 (Joe Morolong Memorial Hospital)
Mr A Mlambo Tel No: (018) 406 4600 (Klerksdorp/Tshepong Hospital Complex)
Ms S Magwaza Tel No: (014) 590 5100 (Job Shimankana Tabane Hospital)
Mr E Mmusi Tel No: (014) 592 8906 (Moses Kotane Hospital and Brits Hospital)
Ms B Sebokololi Tel No: (018) 462 5744 (Dr Kenneth Kaunda District)
- NOTE** : Final salary will be determined by appropriate / recognisable experience after registration with Health Professions Council of South Africa as a Medical Specialist
- POST 27/348** : **CHIEF CONSTRUCTION PROJECT MANAGER REF NO: 04/2023/05**
- SALARY** : R1 146 540 per annum, (all-inclusive package)
CENTRE : Provincial Office - Mahikeng
REQUIREMENTS : Bachelor's Degree in Built Environment. Six (6) years' experience post qualification. Shortlisted candidates will be required to submit proof of registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager. Computer literacy. A valid driver's license. Main Role: To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS).
- DUTIES** : Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and /or approve Packages /individual Project Briefs. Participate in the procurement professional Services Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the Implementation of Programmes/Projects. Approve project Stage report & designs. Manage the interface between the end-user/community structures and implementing Agent(s). Manage people and budgets.
- ENQUIRIES** : Mr. M. Manihvi Tel No: (018) 391 4437
- POST 27/349** : **MANAGER NURSING REF NO: 05/2023/05**
- SALARY** : R1 045 731 per annum, (all-inclusive package)
CENTRE : Bojanala District Office (Paediatrics and Advanced Midwifery)
Ngaka Modiri Molema District Office (Paediatrics)
- REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience at management level. A valid driver's license. Computer literacy.
- DUTIES** : General: Represent own discipline as member of the District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-borns and children at all levels within a health district. Promote equitable access to an appropriate level of care for all mothers, new-borns and children throughout the district. Maintain personal competency in own clinical discipline. Support

Service Delivery: Support clinics, community health centres and district hospitals with all aspects of service delivery related to own discipline. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Provide Education and Training: Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Facilitate and participate in the training, development and mentorship of Nursing and Allied Health Professionals and community workers under their supervision. Support Health Systems and Logistics: Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Monitor and Evaluate Services: Assist, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners, (e.g. infection control) and the organisation, (e.g. performance reviews). Assist, support and participate in clinical audits and quality improvement cycles in health facilities and where appropriate in community settings such as schools and Ward-Based Primary Health Care Teams. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Assist, support and participate in relevant research. Collaborate, Communicate and Report Effectively: Foster effective teamwork and collaboration within the District Specialist Team and with other professionals in the district involved in the delivery of Primary Health Care. Enable engagement with the local community and relevant non-Government organisations. Promote adherence to district clinical and public health guidance. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the Provincial Department of Health. Present regular reports on activities, health services and programmes. Support Organisational Activities: Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Co-ordinate and supervise discipline related services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES : Mr E Mmusi Tel No: (014) 592 8906 (Bojanala District)
Mr A Bogatsu Tel No: (018) 384 0240 (Ngaka Modiri Molema District)

POST 27/350 : **DEPUTY DIRECTOR: SUB-DISTRICT MANAGER REF NO: 06/2023/05**

SALARY CENTRE REQUIREMENTS : R958 824 per annum, (all-inclusive MMS package)
: Maquassi Hills Sub-District
: Diploma/Bachelor's Degree in Health Sciences/Public Health. A certificate in Clinical Assessment Diagnosis and Treatment will be added advantage. Five (5) year's management experience of which 3 years should be at Assistant Manager Nursing dealing with Primary Health Care (PHC) activities. A valid driver's license. Knowledge of Constitution, Public Service Act. 1994, Public Service Regulations of 2016 and applicable health legislation/policies. Knowledge and understanding of Primary Health Care and Community Base services, District Health System (DHS) development and District Health Information System (DHIS) and working knowledge of Geographical Information System (GIS). Good communication (verbal and written), problem solving, policy development, analytical, coordination, financial, planning, organising, negotiation. Computer literacy.

DUTIES : Account to the respective Director for the Department of Health on key performance indicators of strategic health programmes. Overall management of health facilities and services at Sub-District level. Management provision of integrated health services and provide leadership in Primary Health Care Services at Sub-district level. Manage conditional grants or grants or funding for provision of special health project. Provide overall supervision to employees responsible for health administration and Primary Health Care.

ENQUIRIES : Ms Edk Moromane Tel No: (018) 462 5744

POST 27/351 : **DEPUTY MANAGER NURSING REF NO: 07/2023/05**

SALARY CENTRE REQUIREMENTS : R930 747 per annum, (all-inclusive package)
: Potchefstroom Hospital
: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows

registration with SANC as a Professional Nurse. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level.

DUTIES : Provide guidance and leadership towards the realization of the strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management. Information system to manage nursing information for the enhancement of service delivery. Establish, maintain and participate inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directive and legislation.

ENQUIRIES : Dr J.M.M Shakung Tel No: (018) 293 4403

POST 27/352 : **MEDICAL OFFICER REF NO: 08/2023/05**

SALARY CENTRE : R906 540 – R1 491 627 per annum, (all-inclusive package)
 : Potchefstroom Hospital (X1 Post)
 : Joe Morolong Memorial Hospital (X2 Posts)
 : Job Shimankana Tabane Hospital (X1 Post)
 : Moretele Sub-District (X1 Post)
 : Greater Taung Sub-District (X3 Posts)
 : General Delarey Hospital (X2 Posts)

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Practitioner (MBCHB). Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa as a Medical Practitioner. For **Grade 1**: None after registration with the Health professions Council of South Africa as Medical Practitioner. For **Grade 2**: A minimum of 5 years' appropriate experience as Medical Officer after registration with the Health Professions Council of South Africa as Medical Practitioner. For **Grade 3**: A minimum of 10 years' appropriate experience as Medical Officer after registration with the Health Professions Council of South Africa as Medical Practitioner. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. Good communication, organizational and conflict resolution skills. A valid driver's license. Be available for calls after hours (including weekends and holidays).

DUTIES : Manage Emergency/ casualty care/ trauma, wards, medico-legal cases. Perform basic surgical procedures as required in maternity department and anaesthesia. Support Quality Improvement Primary Health Care. Supervise Senior and Community Service Medical Officers. Ensure implementation of Batho Pele Principle's and Patient's Rights Charter. Participate in clinical audits. Attend clinical meetings and others as will be indicated. Render clinical services as in a Level 1 hospital in accordance with formulated clinical programme.

ENQUIRIES : Dr J.M.M Shakung, Tel No: (018) 293 4403 (Potchefstroom Hospital)
 : Mr M.S Montshiwagae, Tel No: (053) 928 9312 (Joe Morolong Memorial Hospital)
 : Ms S Magwaza Tel No: (014) 590 5100 (Job Shimankana Tabane Hospital)
 : Mr E Mmusi Tel No: (014) 592 8906 (Moretele Sub-District)
 : Mr G.N Maibi Tel No: (053) 928 0500 (Greater Taung Sub-District)
 : Mr A Bogatsu Tel No: (018) 384 0240 (General Delarey Hospital)

NOTE : Final salary will be determined by appropriate/recognisable experience After registration with the Health Professions Council of South Africa as a Medical Practitioner.

POST 27/353 : **PHARMACY SUPERVISOR GRADE 1 REF NO: 09/2023/05**

SALARY CENTRE : R906 540 per annum, (all-inclusive package)
 : Nic Bodenstein Hospital
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Shortlisted candidates will be required to submit current proof of registration with South African Pharmacy Council as a Pharmacist. A minimum of 3 years appropriate

- experience after registration as a Pharmacist with the South African Pharmacist Council. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. Computer literacy. A valid driver's licence.
- DUTIES** : Ensure quality provision of pharmaceutical care regarding the dispensing, re-packaging and identification of medicine (mixing dilution, drops, and powders). Dispense medicine as stock or on prescription to specific patients and supply the correct information regarding user instructions. Control medicine and usage thereof by the institution with regard to the following methods. Ordering of medicine, authorization of orders, safekeeping of medicine, keeping of registers according to the appropriate laws, inspection of stock and registers and destroying of unused and expired medication dispatched. Control prescriptions to prevent over dosage as well as incompatibility. Provide advice to patients medical, dentist and nursing personnel and supply information with regard to new developments in the medicine field and other pharmaceutical matters.
- ENQUIRIES** : Mr S Marake Tel No: (018) 596 1100
- POST 27/354** : **DENTIST REF NO: 10/2023/05**
- SALARY** : R880 521 – R1 491 627 per annum, (all-inclusive package)
CENTRE : Moretele Sub-District
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Dentist. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa as a Dentist. Appropriate/recognizable experience in Dentistry after registration as a Dentist with the Health Professions Council of South Africa. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. A valid driver's license. Good communication, Organisational and conflict resolution skills.
- DUTIES** : Provide Oral Health Clinical Services. Ensure functional integration of oral health services into primary of oral health services into primary health care. Ensure effective management of finances and assets. Administration of the unit. People management and empowerment.
- ENQUIRIES** : Mr E Mmusi, Tel No: (014) 592 8906
NOTE : Final salary will be determined by the appropriate/recognizable experience in Dentistry after registration as a Dentist with the Health Professions Council of South Africa.
- POST 27/355** : **SENIOR LEGAL ADMINISTRATION OFFICER MR - 6 REF NO: 11/2023/05 (X2 POSTS)**
- SALARY** : R844 572 per annum, (all - inclusive package)
CENTRE : Provincial Office - Mahikeng
REQUIREMENTS : A recognized LLB Degree or equivalent qualification. At least 8 years appropriate post qualification legal experience. Admission as either an attorney or Advocate. Knowledge of the Constitution, Public Finance Management Act, Public Service Act 103 of 1994, Labour Relation Act 66 of 1995, National Health Act 63 of 2003, any other and general legal knowledge and legislations applicable to the Public Health Sector. Ability to provide sound and professional advice on legal matters. Preference will be given to applicants with extensive experience in drafting legislation and contracts, contract and litigation management. Computer literacy. A valid driver's license (not applicable to candidates who do not qualify due to disability).
- DUTIES** : Without supervision perform, inter alia, the following: Supervise legal administration officers. Cause Departmental legislation to be developed, amended and monitor the implementation thereof. Provide legal advice on any legal matter that may arise. Manage litigation, draft, vet and interpret contracts and perform contract management. Draft internal labour appeals on behalf of the appeal authority. Participate in and/or conduct alternative dispute resolution. Where appropriate draft pleadings. Liaise with stakeholders, other organs of state and the public. Attend to the complaints received from chapter 9 & 10 institutions. Represent the Department at various fora, including but not limited to Bargaining Council & any other quasi-judicial bodies. Input into policy development and other strategic documents of the Department. Contribute to the overall performance of the Directorate: Legal Services. Assist in undertaking efficient budgeting and expenditure control as well as procurement according to the PFMA and Departmental prescripts. Deputise the director. Manage and comply with delegated responsibilities. Perform other duties as may from time to time be delegated by the senior manager.

- ENQUIRIES** : Adv T. Mmako Tel No: (018) 391 4177/78
- POST 27/356** : **DEPUTY DIRECTOR: ALLIED SERVICES REF NO: 12/2023/05**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum, (all-inclusive MMS package)
: Koster Hospital
: National Diploma/Bachelor's Degree in either Disability Studies or any profession in the Rehabilitation field. At least five (5) years' experience in the relevant health field with at least three (3) years' experience as a manager. Registration with the Health Professions Council of South Africa (HPCSA) in relevant profession (where applicable). Ability to interact with the multidisciplinary team, Provincial and Local levels. In-depth knowledge of relevant international conventions as well as Government policies and legislation. Innovative and analytical thinking. Excellent communication (verbal and written) skills. Good interpersonal relations. Computer skills. Willingness to travel and work irregular hours. Knowledge of budgeting and PFMA. A valid driver's licence.
- DUTIES** : Provide strategic leadership to Allied Management team in line with Annual Performance Plan and strategic plan of the province and National department of health. Co-ordinate and direct Clinical Allied activities by means of agreed budgets, efficient control of production processes, and optimal staff utilization and relations to provide efficient allied patient care. Manage and equip the allied health workforce across all Allied sections to improve quality, reduce risk, create continuous improvement cultures, and more effectively develop innovative roles and service delivery models with special emphasis to community outreach in line with Clinical governance, NCS and Ideal Hospital framework. Ensure that services in the Allied Sections will be Patient-centered care that is respectful of, and responsive to, the preferences, needs and values of patients and community at large. Ensure that Allied Section are encouraged to utilise multidisciplinary and discipline-specific competency-based training and assessment to ensure the clinical practice of staff meets desired standards. Inculcate a culture where-by the Allied health professionals are active members on committees within the organisation to influence priorities for health care and education e.g. Quality committees, working groups, professional development committees', or multidisciplinary team. Improve disability and rehabilitation intervention in the hospital.
- ENQUIRIES** : Mr E Mmusi Tel No: (014) 592 8906
- POST 27/357** : **PSYCHOLOGIST REF NO: 13/2023/05**
- SALARY CENTRE** : R790 077 – R 1 249 254 per annum, (all-inclusive package)
: Witrand Hospital (X1 Post)
: Bophelong Psychiatric Hospital (X1 Post)
: Bojanala District Office (X1 Post)
: Moses Kotane Hospital (X1 Post)
: Brits Hospital (X1 Post)
: Dr. Ruth Segomotsi Mompoti District Office (X1 Post)
: Joe Morolong Memorial Hospital (X1 Post)
- REQUIREMENTS** : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in relevant registration category (e.g. Clinical, Counselling and Research Psychology). Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa as Psychologist in any of the identified registration categories. Appropriate/recognisable years of experience as Psychologist after registration with the Health Professions Council of South Africa as Psychologist in any of the identified categories. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. valid driver's license.
- DUTIES** : Render effective psychological services to the Rehabilitation Unit, Psychiatric Ward and outpatients. Provide in-service training and continuous professional development. Implement the Therapeutic programme within the assessments. Be responsible for individual and group psychotherapy. Patient and family orientation and counselling. Provide psychological support for social and vocational reinsertion principle within the Department. Ensure adherence to Batho Pele Principles within the department. Perform psycho – diagnostic and psychotherapeutic services. Display a concern for patients. Be responsible for awareness and training.
- ENQUIRIES** : Ms L Matsipe Tel No: (018) 294 9100 (Witrand Hospital)
: Ms D Garegae Tel No: (018) 383 6700 (Bophelong Psychiatric Hospital)

Mr E Mmusi Tel No: (014) 592 8906 (Bojanala District, Brits Hospital & Moses Kotane Hospital)

Mr G.N Maibi Tel No: (053) 928 0503 (Dr Ruth Segomotsi Mompati District)

Mr M.S Montshiwagae Tel No: (053) 928 9312 (Joe Morolong Memorial Hospital)

NOTE : Final salary will be determined by appropriate / recognisable experience after registration with Health Professions Council of South Africa as a Clinical Psychologist

POST 27/358 : **PHARMACIST REF NO: 14/2023/05**

SALARY CENTRE : R768 489 – R961 614 per annum, (all-inclusive package)
: Mafikeng Provincial Hospital (X4 Posts)
Potchefstroom Hospital (X1 Post)
Joe Morolong Memorial Hospital (X1 Post)
Klerksdorp /Tshepong Hospital Complex (X1 Post)
Bojanala District Office (X1 Post)
Koster Hospital (X1 Post)
Taung Hospital (X1 Post)

REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the South African Pharmacy Council as a Pharmacist. Shortlisted candidates will be required to submit current proof of registration with the South African Pharmacy Council as a Pharmacist. Appropriate/recognizable experience after registration as a Pharmacist with South African Pharmacy Council. Knowledge of Provincial and National Health policies and all relevant legislation. Competencies: Sound understanding of relevant legislation, acts, policies, procedures and delegation pertaining to pharmacists and pharmacies, including essential drug lists and standard treatment guidelines and District Health System plan. Innovative, analytical thinking, coupled with commitment to service excellence based on sound ethical principles. Ability to initiate, co-ordinate, manage and sustain the programme through interactive approach. Appropriate theoretical and clinical knowledge. Sound organizing, planning and decision making abilities. Computer literacy. A valid driver's license.

DUTIES : Dispense medicines according to GPP standards as set out by the South African Pharmacy Council. Manage, monitor and evaluate pharmacy staff in the unit, as needed. Ensure adherence to both the hospital and provincial drug formularies, PFMA, National Core Standards requirements and avoid wasteful and fruitless expenditure. Produce relevant reports. Assist with on -call and after hour duties. Observe all Batho Pele Principles.

ENQUIRIES : Mr V. Legoete Tel No: (018) 383 6700, (Mafikeng Provincial Hospital)
Dr J.M.M Shakung Tel No: (018) 293 4403 (Potchefstroom Hospital)
Mr M.S Montshiwagae Tel No: (053) 928 9312 (Joe Morolong Memorial Hospital).
Mr A Mlambo Tel No: (018) 406 4600 (Klerksdorp/Tshepong Hospital Complex).
Mr E Mmusi Tel No: (014) 592 8906 (Bojanala District Office & Koster Hospital).
Mr G.N Maibi Tel No: (053) 928 0500 (Taung Hospital).

NOTE : Final salary will be determined by appropriate/recognizable experience after registration with the South African Pharmacy Council as a Pharmacist

POST 27/359 : **HEAD OF DEPARTMENT: BASIC PROGRAMMES REF NO: 15/2023/05**

SALARY CENTRE : R645 720 per annum, (plus benefits)
: North West College of Nursing: Mafikeng Campus (X2 Posts) (R.171 & R.169)
Klerksdorp Campus (R.171) (X1 Post)

REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic qualification in Nursing Education and Nursing Administration registered with the South African Nursing Council. Master's Degree in Nursing. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 9 years appropriate/recognizable Nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognizable/experience in Nursing Education after obtaining 1 year post-basic qualification. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. A valid driver's license. Be willing to travel extensively.

<u>DUTIES</u>	:	Coordination and overall supervision of academic activities in the provision of education and training of student nurses for basic nursing programmes (R.171 and R.169). Manage clinical learning exposure to students between campus and clinical areas. Develop and ensure implementation of quality assurance programme. Develop, Review and evaluate curriculum. Adhere to Nursing Education and training prescripts and other related legislative mandates. Management of Key Performance Area personnel in accordance with PMDS prescripts. Ensure that the academic activities comply with the relevant legislative framework. Oversee supervision of students. Participate in the development of the Strategic Plans of the College. Develop operational plans and budget for the programme.
<u>ENQUIRIES</u>	:	Ms E Nkhumane Tel No: (018) 391 4284
<u>POST 27/360</u>	:	<u>CHIEF DIETICIAN GRADE 1 REF NO: 16/2023/05</u>
<u>SALARY CENTRE</u>	:	R520 785 per annum, (plus benefits) Bojanala District: Brits Hospital & Koster Hospital Dr Ruth Segomotsi Mompoti District: Taung Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa in Dietetics. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa as a Dietician. A minimum of 3 years appropriate/recognizable experience in the relevant profession after registration with the Health Professions Council of South Africa. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Perform identified key performance areas, i.e.: Nutrition Counseling: Establish and implement guidelines to promote and maintain healthy nutritional practices. Therapeutic feeding: Apply dietary measures as part of the treatment of a patient referred or in consultation with a registered Medical Practitioner. Group feeding: Ensure provisioning of food. Establish guidelines for the provisioning of suitable nutrition of patients in hospitals. Supervise, support and evaluate subordinates and the development of staff. Ensure efficient and effective management of resources, including management of the budget. Administration, including collecting, compiling and presenting statistical data and monthly reports.
<u>ENQUIRIES</u>	:	Mr E Mmusi Tel No: (014) 592 8906 (Brits Hospital & Koster Hospital) Mr G.N Maibi Tel No: (053) 928 0503 (Taung Hospital)
<u>POST 27/361</u>	:	<u>CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: 17/2023/05</u>
<u>SALARY CENTRE</u>	:	R520 785 per annum, (plus benefits) Witransd Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa in Occupational Therapy. Shortlisted candidates will be required to submit current proof of registration with the HPCSA as an Occupational Therapist. A minimum of 3 appropriate /recognizable experiences in the relevant profession after registration with the Health Professions Council of South Africa. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. A valid driver's license.
<u>DUTIES</u>	:	Conceptualize, Develop, Manage and Mentor Occupational Therapist care in the Hospital. Render Occupational Therapist assessments and offer treatment to the patient. Render outreach Occupational Therapist care. Render training, both to service providers and users. Participate in Occupational Therapist and related Health Policy formulation and implementation within the Hospital. Supervise Staff. Perform Staff Performance Evaluation. Attend management meetings and report staff accordingly.
<u>ENQUIRIES</u>	:	Ms. L. Matsipe, Tel No: (018) 294 9100
<u>POST 27/362</u>	:	<u>CHIEF SPEECH THERAPIST & AUDIOLOGIST REF NO: 18/2023/05</u>
<u>SALARY CENTRE</u>	:	R520 785 per annum, (plus benefits) Moses Kotane Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health professions Councils of South Africa in Speech Therapy & Audiology. Shortlisted candidates will be required to submit current proof of registration with the Health professions Council of South Africa as a Speech Therapist and Audiologist. A minimum of 3 years appropriate experience in speech therapy and Audiology after registration with Health Professions Council of South

<u>DUTIES</u>	:	Africa. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. A valid driver's licence. Manage the Key Performance area of employees. Offer psycho- diagnostic and psychotherapeutic services (including group therapy). Collect accurate data. Keep records, manage information and write reports. Control the identification of needs of speech therapeutic programmes and the execution thereof. Offer /coordinate in-service training. Ensure quality /risk management and control. Manage assistive devices (hearing aids). Control the cost centre. Develop monthly statistics. Develop and review departmental policies, procedures and protocols and ensure adherence to applicable health legislation.
<u>ENQUIRIES</u>	:	Mr. E Mmusi Tel No: (014) 592 8906
<u>POST 27/363</u>	:	<u>LECTURER REF NO: 19/2023/05</u>
<u>SALARY CENTRE</u>	:	R431 265 – R683 838 per annum, (plus benefits) North West College of Nursing: Mafikeng Campus (X3 Posts) Klerksdorp Campus (X3 Posts) Dr. Ruth Segomotsi Mompati District Office (X1 Post)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma / degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council (SANC) as Professional Nurse. Appropriate / recognizable Nursing experience after registration as Professional Nurse with the SANC in General Nursing. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. Be willing to travel extensively. A valid driver's license.
<u>DUTIES</u>	:	Facilitate and assess learning in both theory and practice. Accompany learners Counsel and support learners. Manage learner records. Use professional knowledge and prepare lectures. Use appropriate lecturing techniques. Conduct research in own field of study. Exercise control over students. Execute formal duties within the Department of Health context. Adhere to Batho Pele Principles and strive for empowerment through decentralised implementation of the work improvement team strategy. Adhere to SAQA and Higher Education Acts.
<u>ENQUIRIES</u>	:	MR G.N Maibi, Tel 053 928 0500 (Dr Ruth Segomotsi Mompati District) MS E Nkhumane, Tel 018 391 4284 (North West College Of Nursing)
<u>NOTE</u>	:	Final salary will be determined by appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>POST 27/364</u>	:	<u>PROFESSIONAL NURSE SPECIALTY REF NO: 20/2023/05</u>
<u>SALARY CENTRE</u>	:	R431 265 – R645 720 per annum, (plus benefits) Bojanala District: Rustenburg Sub-District: (Advanced Psychiatric X8 Posts) Moses Kotane Hospital: (Theatre X2 Posts, ICU X6 Posts, Medical & Surgical X3 Posts, Advanced Midwifery & Neonatal X1 Post, Paediatric Care X 1, Advanced Psychiatric X4 Posts) Moretele Sub-District: (Advanced Mid-Wifery X1 Post & Primary Health Care X5 Posts) Kgetleng Sub-District: Primary Health Care (X1 Post) Moses Kotane Sub-District: Primary Health Care (X13 Posts) Dr Ruth Segomotsi Mompati District: Christiana Hospital (Theatre) X1 Ngaka Modiri Molema District: General Delarey Hospital:(Advanced Mid-Wifery & Neonatal and Theatre) X2 Ditsobotla Sub-District: (Advanced Mid-Wifery & Neonatal) X1 Post Ramotshere-Moilwa Sub-District: Primary Health Care (X3 Posts) Tswaing Sub-District: Primary Health Care (X8 Posts) Joe Morolong Memorial Hospital: (Critical Care & Trauma X2 Posts) Klerksdorp/Tshepong Hospital Complex: (Theatre X2, Trauma X2 & Intensive Care Unit X2) Job Shimankana Tabane Hospital:

		(Mental Health X1, Medical Paediatric X1, Oncology X1 & Advanced Mid-Wifery X1)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No R 212 in the relevant speciality. Shortlisted candidates will be required to submit current proof of registration with South African Nursing Council (SANC) as a Professional Nurse. Appropriate /recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Promote quality of nursing care as directed by the scope of practice. Able to plan and organize own work and ensure proper nursing care. Demonstrate effective communication with patients, supervisors and other stake holders including report writing when required.
<u>ENQUIRIES</u>	:	Mr G.N Maibi, Tel No: (053) 928 0503 (Dr Ruth Segomotsi Mompoti District) Mr E Mmusi Tel No: (014) 592 8906 (Bojanala District) Mr A Bogatsu, Tel No: (018) 384 0240 (Ngaka Modiri Molema District) Ms S Magwaza Tel No: (014) 590 5100 (Job Shimankana Tabane Hospital) Mr M.S Montshiwagae Tel No: (053) 928 9312 (Joe Morolong Memorial Hospital) Mr A Mlambo Tel No: (018) 406 4600 (Klerksdorp/Tshepong Hospital Complex)
<u>NOTE</u>	:	Final salary will be determined by the appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>POST 27/365</u>	:	<u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE REF NO: 21/2023/05</u>
<u>SALARY CENTRE</u>	:	R431 265 – R645 720 per annum, (plus benefits)
	:	Dr Ruth Segomotsi Mompoti District: Greater Taung Sub-District (X2 Posts) Christiana Hospital (X1 Post) Lekwa Teemane Sub-District (X3 Posts) Ngaka Modiri Molema District: Ditsobotla Sub-District (X6 Posts) Dr Kenneth Kaunda District: Maquassi-Hills Sub-District (X5 Posts) Bojanala District: Moretele Sub District (X11 Posts)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No R48 in the relevant speciality. Shortlisted candidates will be required to submit current proof of registration with South African Nursing Council (SANC) as a Professional Nurse. Appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Demonstrate in depth understanding of Nursing Legislation and related legal and ethical nursing practices. Demonstrate basic understanding of Human Resources and Financial Policies and Practices. Ensure Clinical Nursing Practices by the Nursing team in accordance with the scope of practice and nursing standards as determined by the relevant Health facilities. Manage KRAs of supervisees. Provide in service training. Ensure the effective and efficient management of the state assets. Collect, analyse and produce quality monthly data/ statistics. Develop strategic planning. Facilitate sound Labour Relations. Manage risk. Ensure adherence to Batho Pele Principles and the Patient's Rights Charter.
<u>ENQUIRIES</u>	:	Mr G.N Maibi Tel No: (053) 928 0500 (Dr Ruth Segomotsi Mompoti District) Mr A Bogatsu Tel No: (018) 384 0240/39 (Ditsobotla Sub-District) Ms B Sebokololi Tel No: (018) 462 5744 (Maquassi Hills Sub-District) Mr E Mmusi Tel No: (014) 592 8906 (Moretele Sub-District)
<u>NOTE</u>	:	Final salary will be determined by appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing.

<u>POST 27/366</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION REF NO: 22/2023/05</u>
<u>SALARY</u>	:	R424 104 per annum, (plus benefits)
<u>CENTRE</u>	:	YDR Ruth Segomotsi Mompati District Office
<u>REQUIREMENTS</u>	:	Diploma/Bachelor's Degree in Information Management/ Statistics. Five (5) years' relevant experience of which three (3) should be at supervisory level in Health Information System Management. A valid driver's license. Computer literacy. Knowledge of the District Health Information System (DHIS). Good analytic skills and communication (written and verbal) skills. Be willing to work extended hours to reach deadline.
<u>DUTIES</u>	:	Manage Quality of Data. Monitor omissions on data. Recommend changes on data management. Oversee scanning functions. Manage implementation of records management strategy. Assist in the allocation of data sets from the wards including all relevant role players within the institution, provide quality assurance of packaged data. Monitor the District Information and assistance in maintaining database. Supervise the mapping. Assist in the analysis of wards/units reports for the hospital. Assist in the development and implementation of Information and Knowledge Management strategy, policy and standards. Co-ordinate Information and Knowledge in line with best practices. Co-ordinate awareness sessions on Information and Knowledge management. Manage staff performance, development and training.
<u>ENQUIRIES</u>	:	Mr G.N Maibi Tel No: (053) 928 0500
<u>POST 27/367</u>	:	<u>OCCUPATIONAL THERAPIST REF NO: 23/2023/05</u>
<u>SALARY</u>	:	R359 622 – R595 251 per annum, (plus benefits)
<u>CENTRE</u>	:	Witrand Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Occupational Therapy. Shortlisted candidates will be required to submit current proof of registration with the HPCSA as an Occupational Therapist. Appropriate/recognizable experience in Occupational Therapy after registration as an Occupational Therapist with the Health Professions Council of South Africa. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. A valid drivers' license.
<u>DUTIES</u>	:	Assist and treat in and out-patients. Participate in in-service training programmes and continue professional development according to the regulations of HPCSA. Supervise /evaluate subordinates. Collect data and keep records, manage information and write reports. Control the identification of needs for therapeutic programmes and the Execution thereof. Develop and review departmental policies procedure and protocols and ensure adherence applicable to Health and provincial quality assurance measures in own area of work. Provide an occupational therapy service to acute chronic and forensic psychiatric patients, and administration duties related to Patient Care. Work in multi-disciplinary team.
<u>ENQUIRIES</u>	:	MS. L. Matsipe, Tel No: (018) 294 9100
<u>NOTE</u>	:	Final salary will be determined by appropriate/recognizable experience in Occupational Therapy after registration as an Occupational Therapist with the Health Professions Council of South Africa
<u>POST 27/368</u>	:	<u>DIAGNOSTIC RADIOGRAPHER REF NO: 24/2023/05</u>
<u>SALARY</u>	:	R359 622 – R595 251 per annum, (plus benefits)
<u>CENTRE</u>	:	Brits Hospital (X3 Posts) Taung Hospital (X2 Posts) Lehurutshe/Zeerust Hospital Complex (X1 Post) Job Shimankana Tabane Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa in Radiography. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa as a Radiographer. Appropriate/recognizable experience in Radiography after registration with the Health Professions Council of South Africa as a Radiographer. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. A valid driver's license. Good communication, organizational and conflict resolution skills.
<u>DUTIES</u>	:	Monitor the exposure factor with due cognizance of all factors. Expose and process X-rays and ensure X-rays are taken and meet high professional status. Make sure that regulations pertaining to radiation, protection and safety are adhered to and that the budget is controlled. Receive cognizance of the

		traumatic and pathological condition that may be present and accept responsibility for the patient. Supervise employees. Ensure regular services of X-ray equipment. Perform any other duty that may be delegated by the supervisor. Must be able to work independently without supervision. Must be willing to cover a 24 hours duty roster.
<u>ENQUIRIES</u>	:	Mr E Mmusi Tel No: (014) 592 8906 (Brits Hospital) Mr G.N Maibi Tel No: (053) 928 0503 (Taung Hospital) Mr A Bogatsu, Tel No: (018) 384 0240/39 (Lehurutshe/Zeerust Hospital Complex)
<u>NOTE</u>	:	Ms S Magwaza, Tel No: (014) 590 5100 (Job Shimankana Tabane Hospital) Final salary will be determined by the appropriate/recognizable experience in Radiography after registration as a Radiographer with Health Professions Council of South Africa.
<u>POST 27/369</u>	:	<u>NUTRITIONIST REF NO: 25/2023/05</u>
<u>SALARY</u>	:	R359 622 – R595 251 per annum, (plus benefits)
<u>CENTRE</u>	:	Moretele Sub-District
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa in Nutrition. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa as a Nutritionist. Appropriate/recognizable experience in Nutrition after registration with the Health Professions Council of South Africa as a Nutritionist. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. A valid driver's license. Good communication, organizational and conflict resolution skills.
<u>DUTIES</u>	:	Coordinate Nutrition Programmes and serve in various facilities. Act as resource and consultancy for Nutrition program. Ensure proper implementation of the program. Provide quality primary health care services through DHS, APP and DHIS. Monitor, support and develop staff on the program. Community involvement and capacity building collaboration with other programs.
<u>ENQUIRIES</u>	:	Mr E Mmusi Tel No: (014) 592 8906
<u>NOTE</u>	:	Final salary will be determined by appropriate/recognizable experience in Nutrition after registration as a Nutritionist with Health Professions Council of South Africa.
<u>POST 27/370</u>	:	<u>DENTAL THERAPIST REF NO: 26/2023/05</u>
<u>SALARY</u>	:	R359 622 – R595 251 per annum, (plus benefits)
<u>CENTRE</u>	:	JB Marks Sub-District
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa in Dental Therapy. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa as a Dental Therapist. Appropriate/recognizable experience after registration with the Health Professions Council of South Africa as a Dental Therapist. A valid driver's license. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. Computer literacy.
<u>DUTIES</u>	:	Promote measures in cleaning and fluoridation of teeth. Take oral X-rays for proper diagnosis and treatment. Provide curative / services in post – operative complications, existing septic prescriptions. Refer patients to the relevant professionals. Practice infection control using updated policies and standards.
<u>ENQUIRIES</u>	:	Ms B Sebokololi Tel No: (018) 462 5744
<u>NOTE</u>	:	Final salary will be determined by appropriate / recognizable experience after registration with the Health Professions Council of South Africa as a Dental Therapist.
<u>POST 27/371</u>	:	<u>SOCIAL WORKER REF NO: 27/2023/05</u>
<u>SALARY</u>	:	R294 411 – R647 325 per annum, (plus benefits)
<u>CENTRE</u>	:	Moses Kotane Hospital (X1 Post) Moses Kotane Sub-District (X1 Post) Ganyesa Hospital (X2 Posts) Lehurutshe/Zeerust Hospital Complex (X1 Post) Koster Hospital (X2 Posts)
<u>REQUIREMENTS</u>	:	Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Appropriate/recognizable experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Shortlisted candidates will be required to submit current proof of registration with South African Council for Social Service

- Professions as a Social Worker. Shortlisted candidates will be required to submit a valid work permit for Non- South African Citizens. A valid driver's license. Computer literacy. Ability to function within a multidisciplinary team.
- DUTIES** : Manage day to day operations of Social Work Department. Plan and organise work to achieve the objectives that meets service standards. Proper management of assets, consumables and assistive devices according to the policies and procedures. Supervise and evaluate the subordinates (PMDS) and students. Coordinate and facilitate quality projects (quality assurance, infection control, risk management and OHS) in the Department. Assess clients with social needs and specialised skills and execute plan for intervention. Participate in multidisciplinary ward round. Refer patients to other multidisciplinary team members. Attend and offer in-service training. Compile and submit daily/ monthly statistics. Attend courses for continuous professional development to ensure quality social services and for the required CEU points.
- ENQUIRIES** : Mr E Mmusi, Tel No: (014) 592 8906 (Moses Kotane Hospital
Moses Kotane Sub- District & Koster Hospital).
Mr G.N Maibi Tel No: (053) 928 0503 (Ganyesa Hospital)
Mr A Bogatsu Tel No: (018) 384 0240/39 (Lehurutshe/Zeerust Hospital Complex)
- NOTE** : Final salary will be determined by appropriate/recognizable experience in Social Work after registration with South African Council for Social Service Professions as a Social Worker.
- POST 27/372** : **PROFESSIONAL NURSE: GENERAL REF NO: 28/2023/05**
- SALARY CENTRE** : R293 670 – R543 969 per annum, (plus benefits)
: Joe Morolong Memorial Hospital (X11 Posts)
Potchefstroom Hospital (X4 Posts)
Witrand Hospital (X6 Posts)
Bophelong Psychiatric Hospital (X2 Posts)
Klerksdorp /Tshepong Hospital Complex (X8 Posts)
Job Shimankana Tabane Hospital (X4 Posts)
Bojanala District Office (X1 Post)
Moretele Sub-District (X10 Posts)
Moses Kotane Hospital (X5 Posts)
Moses Kotane Sub-District (X8 Posts)
Kgetleng Sub-District (X1 Post)
Kagisano Molopo Sub-District (X1 Post)
Christiana Hospital (X1 Post)
Naledi Sub-District (X1 Post)
Tswaing Sub-District (School Health) (X1 Post)
- REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma /degree in nursing) or equivalent qualification that allows a registration with the South African Nursing Council as a professional Nurse. Shortlisted candidates will be required to submit current proof of registration with South African Nursing Council (SANC) as a Professional Nurse. Appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Understanding of Nursing legislation and related legal and ethical Nursing Practices.
- DUTIES** : Participate in the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
- ENQUIRIES** : Mr M.S Montshiwagae, Tel 053 928 9312 (Joe Morolong Memorial Hospital)
Mr K.D Molatudi Tel No: (018) 293 4412 (Potchefstroom Hospital)
Ms. L. Matsipe Tel No: (018) 294 9100 (Witrand Hospital)
Ms D. Garegae Tel No: (018) 383 6700 (Bophelong Psychiatric Hospital)
Mr A Mlambo Tel No: (018) 406 4600 (Klerksdorp/Tshepong Hospital Complex)
Ms S Magwaza Tel No: (014) 590 5100 (Job Shimankana Tabane Hospital)
Mr E Mmusi Tel No: (014) 592 8906 (Bojanala District, Moretele Sub-District, Moses Kotane Hospital & Moses Kotane Sub-District)
Mr G.N Maibi Tel No: (053) 928 0503 (Naledi Sub-District, Kagisano-Molopo Sub-District & Christiana Hospital)
Mr A Bogatsu Tel No: (018) 384 0240 (Tswaing Sub-District)
- NOTE** : Final salary will be determined by appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

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** : 21 August 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. Preference will be given to Female candidates for SMS positions based on the Employment Equity plan of the Office 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 clearly indicating positions held, period in the position and key responsibilities 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. No appointment shall be effected into SMS positions 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 27/373** : **DIRECTOR: E-GOVERNANCE REF NO: NWP/OOP/2023/52**
Job Purpose: To provide and maintain IT Governance, Planning, Risk and Quality Management
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive package)
- CENTRE** : Mmabatho
- REQUIREMENTS** : An appropriate tertiary qualification in Information Technology / Systems / Computer Science or equivalent at an NQF level 7 (NQF level 7 as recognised by SAQA) and COBIT certification. 6-7 years' experience in Governance, Risk and Compliance of ICT of which 5 years must be middle management experience. Knowledge, Skills and Competencies: Knowledge of ICT Governance Frameworks such as CoBIT and Corporate Governance of the ICT Policy Framework (CGICTPF), Knowledge of Enterprise Architecture Frameworks such as Government Wide Enterprise Architecture (GWEA) and the Open Group Architecture Forum (TOGAF), Knowledge management, Service delivery innovation, Knowledge of economic and social development. Strategic capability and leadership, Programme and project management, financial management, Change management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.

DUTIES : Implement the corporate governance of ICT and management of the enterprise architecture. Maintenance and development of IT Frameworks, policies, procedures, and standards. Monitor and report on the implementation of CGICTPF to the program manager for the North Provincial departments, and report on the Level of IT Governance capability / maturity achieved. Develop and manage the NWPG Enterprise Architecture capability. Manage the Strategic and tactical (business) planning of the Information Technology Unit and review of the Provincial IT Plan. IT Quality Management and maintenance of process standards. Develop and report on the implementation of the Post Audit IT Action Plan to the Program Manager for monitoring. Develop, manage, and maintain the IT Risk Register. Manage the engagements with IT Supplier/Vendors to establish sound relations and to monitor performance. Monitor and review the SLAs with Departments and ensure that service level meetings are conducted. Overseeing the development, implementation, and maintenance of software solutions or systems (internally developed) including SharePoint environment for the provincial departments. Manage and provide business and system analysis services to the provincial departments. Manage the development of the business functional requirements, systems specifications, business cases and user requirement specifications. Manage all aspects of the departmental IT programmes and projects against the agreed baseline (time, cost, and quality). Managing the directorate's resources efficiently, effectively, economically and in accordance with the relevant principles and policies.

ENQUIRIES : F Ngqobe Tel No: (018) 388 4296

POST 27/374 : **DIRECTOR: DIRECTOR-GENERAL SUPPORT REF NO: NWP/OOP/2023/53**

Job Purpose: To manage the provision of administrative support services to the Director-General

SALARY : R1 162 200 per annum (Level 13), (all-inclusive package)

CENTRE : Mmabatho

REQUIREMENTS : An appropriate Bachelor's degree (NQF level 7) as recognized by SAQA in Public Management/Administration and /or equivalent qualifications. 8 years' experience in Office Administration and Management of which 5 years should be at middle management. Knowledge, Skills and Competencies: Computer literacy, Presentation Skills, 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 : Provide administrative and strategic support to the Director General. Provide Secretariat services to the Director General. Manage action lists flowing from DG's meetings. Provide secretariat services to OOPMAC and EMC meetings. Management of the Office of the Director General. Provide leadership for strategic programme management of the Office of the Director-General. Liaise with provincial and national departments on government matters. Draft memoranda and reports for the DG.

ENQUIRIES : M. Tselangoe Tel No: (018) 388 4276

POST 27/375 : **DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: NWP/OOP/2023/54**

Job Purpose: To provide Human Resource Management services in the Office of the Premier

SALARY : R1 162 200 per annum (Level 13), (all-inclusive package)

CENTRE : Mmabatho

REQUIREMENTS : Three year tertiary qualification in Human Resources Management/ Public Management and Administration at NQF level 7 and /or equivalent qualifications (NQF level and credits). 6 – 8 years extensive HRM working experience of which 5 years should be at middle management. Knowledge, Skills and Competencies: Knowledge of all Labour laws; Sound knowledge of HRM prescripts / Legislation – PSA and PSR; Organisational Design; Management tool; Operational knowledge of PERSAL; Knowledge of Research; Knowledge of policy formulation and Development; Experience to deal with Organised Labour. Good Communication skills at all levels; Report writing skills and Computer skills; Problem solving skills; Leadership skills and management skills; Persuasion; High level of English communication skills and Micro – Excel Presentation. Strategic capability and leadership, Programme and project management, financial management, Change management,

DUTIES : Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus.
 : Manage and facilitate the provision of Employee Wellness programmes and Labour Relations. Provide optimal Human Resources Development and Performance Management. Manage the implementation of Organisational development and Change Management programmes. Manage and facilitate the provision of Human Resource Administration Services. Manage Employment Equity function. Development, improvement of policies, systems and HRM standards.

ENQUIRIES : Mr. G.P Moholo Tel No: (018) 388 3752

OTHER POSTS

POST 27/376 : **DEPUTY DIRECTOR: RESEARCH (CURRICULUM DEVELOPMENT) AND QUALITY ASSURANCE REF NO: NWP/OOP/2023/55**
 Purpose: To conduct research and provide quality assurance training and learning interventions.

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive package)
 : Mmabatho
 : Three-year tertiary appropriate 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. Knowledge, Skills and Competencies: Knowledge of Legislations governing training & development in Public Service in general. Skills Development Prescripts. Public Administration Prescripts. Provincial Skills Development Prescripts. Project Management Skills. Public Administration Prescripts. Provincial Transformation Priorities. Computer literacy skills in Excel, Word, PowerPoint. Reporting skills. Reliable Flexibility. Confidentiality. Positive attitude. Good Inter-sectoral co-ordination skills. Interpersonal skills. People orientated and empowerment. Management and related fields. Computer literacy.

DUTIES : Monitoring, evaluation and quality assurance of curricula. Conduct diagnostic research for training, learning and development needs in the province with more focus on youth. Evaluate validity, accuracy and alignment of training needs identified by departments to provincial policy priorities. Coordinate and manage periodic skills audit project in the province. Complete the analysis of training needs research for quality control. Conduct monitoring, evaluation, and intervention on all skills development project implemented in the province. Conduct research on training learning and development needs in the Province. Evaluate validity, accuracy and alignment of training needs identified by departments with provincial policy priorities. Coordinate and manage periodic skills audit project in the province. Manage relations with key beneficiaries of training and learning interventions. Complete the analysis of training needs research for quality control.

ENQUIRIES : Mr. F Vutela Tel No: (018) 388 5040

POST 27/377 : **DEPUTY DIRECTOR: PROVINCIAL MONITORING AND EVALUATION SYSTEMS REF NO: NWP/OOP/2023/56**
 Purpose: To develop and coordinate the Provincial Performance Monitoring and Evaluation Systems

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive package)
 : Mmabatho
 : Three-year tertiary appropriate 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 System development and management; Statistical Analysis; Data Management, Performance Information Policies, Report writing, Public service Regulations and Public Service Act and policies. Computer literacy skills in Excel, Word, PowerPoint, Reporting Skills, SharePoint, SPSS, Good communication skills, Report writing skills, Planning and Organizing, Facilitation skills, Coordination skills, Conflict resolution, Problem solving Skills, Project management; Leadership, Presentation, Ability to interpret and apply Policy, Policy formulation, Analytical and innovative thinking and Research skills.

DUTIES : To Development and Management of the Provincial M&E Systems. To conduct and disseminate data and trend analysis. To manage and implement Monitoring & Evaluation Capacity Building Systems and Initiatives. To develop and maintain a Provincial Statistical Information Warehouse. Manage the

		implementation of the operational plan & work plans in line with the strategic objectives of the directorate.
<u>ENQUIRIES</u>	:	Ms. N.G Molema Tel No: (018) 388 5232
<u>POST 27/378</u>	:	<u>DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: NWP/OOP/2023/57</u> Purpose: To manage and facilitate the provision of Internal Control Services.
<u>SALARY</u>	:	R811 560 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three-year auditing tertiary qualification at NQF level 6 (NQF level and credits). 6-7 years' experience of which three (3) years must be at Assistant Director level. Auditing experience with completed articles will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of PFMA, Knowledge of treasury regulations, Knowledge of Public Service Regulations, Knowledge of supply chain management framework policy and any latest developments in this area. Good communication skills, Computer skills, writing skills, Accounting and auditing skills.
<u>DUTIES</u>	:	Manage the development and monitor implementation of standard operating procedures, policies, and administrative controls to ensure compliance. Identify potential strategic and operational risks in the financial management environment, recommend, and implement mitigation strategies. Manage processes to detect, prevent and report losses, fruitless, wasteful, and irregular expenditure. Ensure coordination of internal and external audits in the office. Ensure the implementation of improvement plans. Management of fraud and loss factors. Manage the retention of financial records.
<u>ENQUIRIES</u>	:	Ms. T.M. Mooketsi Tel No: (018) 888 4277
<u>POST 27/379</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: NWP/OOP/2023/58 (X2 POSTS)</u> Job Purpose: To provide Internal Control and Compliance services in the Office of The Premier.
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three-year auditing tertiary qualification at NQF level 6 (NQF level and credits). 3-5 years' applicable experience to the relevant field of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Knowledge of PFMA, Knowledge of treasury regulations, Knowledge of Public Services Regulations, Knowledge of Supply Chain Management framework policy and any latest developments in this area. Good Communication skills, Computer skills, writing skills, Accounting skills and Auditing skills.
<u>DUTIES</u>	:	Development and monitoring the implementation of standard operating procedures, policies, and administrative controls to ensure compliance. Identify potential strategic and operational risks in the financial management environment, recommend, and implement mitigation strategies. Manage processes to detect, prevent and report losses, fruitless, wasteful, and irregular expenditure. Coordination of internal and external audits in the office. Monitor the implementation of improvement plans. Management of fraud and loss factors. Manage the retention of financial records.
<u>ENQUIRIES</u>	:	Ms. T.M. Mooketsi Tel No: (018) 888 4277
<u>POST 27/380</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: NWP/OOP/2023/59</u> (Recruitment and Selection and Conditions of Service) Purpose: To implement recruitment, selection and appointment processes and conditions of services and remuneration
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three- year appropriate tertiary qualification in Human Resource Management or Public Administration at NQF level 6 and/or equivalent qualifications (NQF Level and Credits). 2-4 experience in Human Resource Management and Public Administration of which 1 year should be at supervisory level. PERSAL training (Personnel Administration is compulsory). Computer literary in MS Word, MS Excel and PowerPoint. Knowledge, Skills & Competencies: Knowledge of Public Service Act, Public Service Regulations and Prescripts and Government Employees Pension Law, Training on PERSAL system, Knowledge of basic principles of HR Management, Knowledge of Performance Management System. Ability to interpret and apply policies, acts, ability to

- comprehend Human Resource issues. Interpersonal relations, innovation and communication skills.
- DUTIES** : Implement Recruitment, Selection and Appointments: Receive and acknowledge applications, Profile and pre-screen applications, Provide secretarial services and render advice during selection process, Administer transport claims of candidates, prepare short-listing and interviews reports and appointment letters, Process personnel suitability checks. Process appointments and promotions on PERSAL System. Provision of conditions of service and Remuneration: Capture and approve leave applications on PERSAL, Process recognition of long service, grade progressions, acting and role playing allowance. Administer service terminations, Circulate assets and state liability forms, and conduct exit interviews. Compile pension withdrawal forms on GEPF on-line system, process funeral claim benefits and Capture nomination of beneficiaries. Process transfers, relocations and movements.
- ENQUIRIES** : Mr. P.K Letebejana Tel No: (018) 388-3741
- POST 27/381** : **HARDWARE TECHNICIAN REF NO: NWP/OOP/2023/60**
(Re-advert)
Job Purpose: To offer day to day ICT technical support to all users of NWPG
- SALARY** : R269 214 per annum (Level 07)
CENTRE : Rustenburg (Bojanala district)
REQUIREMENTS : Three-year appropriate tertiary qualification in IT at minimum NQF level 6. Minimum 3 years' experience in IT end user and desktop support of which 1 year should be at supervisory level. A+ and or N+ will be added as an advantage. A Valid Driver's licence. Knowledge, Skills and Competencies: Knowledge of information and communication technology environment. Experience in IT incident management. WAN and LAN networking technologies. Microsoft Operating systems. Cabling. Good troubleshooting capabilities, Experience in Azure Active Directory. Desktop and Network support. Office automation. Good Communication and customer relations skills. Good telephone etiquette. Computer skills. Problem solving skills.
- DUTIES** : To support Microsoft and Micro focus (Novell Micro focus) platform. Desktop / end user Support. Network support. Release management (Software, configurations and network changes). Mobile devices support. Peripheral Devices support. Rollout of projects. Extensive travelling. Willing to work on standby and overtime. Working hand in hand with infrastructure team and service providers, clients and departments. Mentoring. Any other activities as assigned by supervisor.
- ENQUIRIES** : Mr T.T Leseyane Tel No: (018) 388 4161
- POST 27/382** : **PERSONAL ASSISTANT: COMMUNICATION REF NO: NWP/OOP/2023/61**
Job Purpose: To render a secretariat support service to Chief Director: Communication
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Mmabatho
REQUIREMENTS : Three-year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications. 2-3 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of Prescripts / Policies. Knowledge of finical administration. Knowledge of computer. Good Communication skills. Good telephone etiquette. Report writing skills. Computer skills and Problem solving skills.
- DUTIES** : Provides a secretariat / receptionist support service to the manager. Render administrative support services. Provides support to manager regarding meetings. Support the manager with the administration of the manager's budget. Knowledge with regard to the prescripts/ policies & procedures applicable to the work terrain.
- ENQUIRIES** : Mr. B Setwambung Tel No: (018) 388 5695
- POST 27/383** : **ADMINISTRATION OFFICER: WOMEN AND CHILDREN COORDINATION AND MONITORING REF NO: NWP/OOP/2023/62**
Job Purpose: To render administrative and clerical support services in the Directorate
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Mmabatho
REQUIREMENTS : Three-year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications. 2-3 years' experience applicable to the relevant discipline. Knowledge, Skills and 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 and Basic knowledge on Financial administration. Good telephone etiquette. Sound organisational Skills, Good people skills and basic written communication skills.
<u>DUTIES</u>	:	Provide general administrative and 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. Provides a secretariat / receptionist support service to the manager. Render administrative support services. Provides support to manager regarding meetings. Support the manager with the administration of the manager's budget. Knowledge with regard to the prescripts/ policies & procedures applicable to the work terrain.
<u>ENQUIRIES</u>	:	Ms. P Sebetlela Tel No: (018) 388 2309
<u>POST 27/384</u>	:	<u>TRANSPORT CLERK REF NO: NWP/OOP/2023/63</u> Job Purpose: To render maintenance and control over pool vehicles
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Matric and 1-2 year National Higher Certificate in in a relevant/or related discipline at NQF level 5 and/equivalent qualification. 0-2 years' experience applicable to the relevant discipline Knowledge, Skills and Competencies: Knowledge of PFMA/Treasury regulations, Knowledge of departmental policies and accounting principles. Computer literacy in Excel, Word Numeracy, Planning and Organising Report writing.
<u>DUTIES</u>	:	Pool Vehicle Administration Work. Accidents. Pool Vehicle Maintenance and Cleaning. Maintenance of travel claim records and database for Subsidy vehicles. Government logbook/log sheet vehicles management.
<u>ENQUIRIES</u>	:	Mr. N.T Molefhe/ Mr.L Mathe Tel No: (018) 888 4033/ 018 888 2061
<u>POST 27/385</u>	:	<u>SECRETARY: WOMEN AND CHILDREN COORDINATION AND MONITORING REF NO: NWP/OOP/2023/64</u> Job Purpose: To provide secretarial services to the Director: Women, Children Coordination, and Monitoring
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Matric and 1-2 year National Higher Certificate in Office Administration/ Secretarial at NQF level 5 or equivalent qualification. 0-2 year's relevant experience in office administration and/or secretarial field. Knowledge, Skills and Competencies: Understanding of government procurement procedures, Secretarial administrative and organisational knowledge and understanding and Computer application knowledge. Administrative and organisational skills, Document management, Oral and written communication skills, Procurement, typing, bookkeeping, filing skills and Time management.
<u>DUTIES</u>	:	Provides Secretarial support services to the Director; answering calls, messages, handling correspondence, typing and filling. Maintaining and updating the diary of the Director daily and send email as reminder to director and staff. Provide clerical support services to the Director; Organizing and servicing meeting, arrange logistics and schedules quarterly, taking and distribution of the minutes of meetings and making follow up. Arrange trips and accommodation logistics for the director, Complete S&T claims for the director, manage the reception area and Procurement of goods and services in the Director's office. Knowledge with regard to the prescripts/ policies & procedures applicable to the work terrain.
<u>ENQUIRIES</u>	:	Ms. P Sebetlela Tel No: (018) 388 2309