

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION AND TOURISM**

APPLICATIONS : Private Bag X15, Mmabatho, 2735, or hand deliver at NWDC Building, Cnr University & Provident Street, Mmabatho, 2735

CLOSING DATE : 13 October 2023

OTHER POSTS

POST 35/167 : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO-ORDINATION MEC SUPPORT REF NO: NO50/DEDECT/2023/NW**

SALARY : R811 560 per annum (Level 11), (all-inclusive)

CENTRE : Mahikeng

REQUIREMENTS : A three (3) year tertiary qualification (Degree/National Diploma) in Public Administration/Public Management/Business Administration/Local Government or any other equivalent relevant qualification. A minimum five (5) years relevant work experience of which three (3) years must be at the Assistant Director level/Junior Management level. A valid driver's license. Competencies: Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Working knowledge of the political and parliamentary processes in the South African Government. Proven management competencies. Knowledge of Cabinet Administration processes. Report writing skills. Presentation skills. Computer literacy. Problem solving skills.

DUTIES : Manage the administrative activities in the Office of the Executive Authority (EA) which include: Providing administrative support and receptionist services in the Office of the EA, Providing Registry support services in the Office of the EA: Providing messenger and driver services in the Office of the EA: Providing logistical support for the meetings of the EA.

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

POST 35/168 : **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING AND SYSTEMS REF NO:51/DEDECT/2023/NW**

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)

CENTER : Mahikeng

REQUIREMENTS : A Bachelor's degree or 3-year National Diploma in Human Resource Management / Public Administration or equivalent HR-related educational qualification. Seven (7) years' work experience in the Human Resource Planning environment of which three (3) years must be at Junior Management level (Assistant Director level). Valid driver's license. Competencies: Knowledge of: Personnel and Salary Administration System (PERSAL). Public Service Legislative Framework. Statistical Analysis. HRM policies and legislation. Employment Equity Act. Skills: Writing and analytical skills. Advanced Computer literacy. Facilitation and presentation. Project Management. Advanced Excel. Monitoring and evaluation methods and techniques. Policy Management Cycle.

DUTIES : Facilitate of the implementation of all the activities with regard to PERSAL Access Security Procedure for compliance. Generate ad hoc, Monthly, Quarterly and Annual reports for management planning and decision making. Manage the development, approval, and implementation, as well as, review the Departmental Employment Equity Plan. Manage the development, approval, implementation, as well as review of the Departmental Human Resource Plan. Ensure creation and maintenance of the PERSAL Establishment structure of the Department. Produce monthly and quarterly Human Resource Information Management Reports. Develop the Annual Human Resource Planning Implementation Report. Administer assessment of the HRM's Component Annually. Manage the performance of assigned personnel to achieve (agreed) Key Responsibility Areas, which derive from the Sub-Directorate's Annual Operational and Project Plans. Monitor performance of the Sub-Directorate every quarter for conforming to the desired outcomes outlined in the Strategic Plan and Annual Performance Plan of the Department. Contribute to the determination of the Directorate's financial requirements and ensure that the budget allocated to the Sub-Directorate is

spent to meet the Directorate's service delivery objectives. identify and manage (actual and potential) risk factors and indicators pertaining to the achievement of the Directorate's goals and objectives. Contribute in the development of the Directorate's Annual Performance Plan and support the process of ensuring that assigned projects are completed within the deadline, costs and quality required.

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

POST 35/169 : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 52/DEDECT/2023/NW**

SALARY : R811 560 per annum (Level 11), all- inclusive salary package

CENTRE : Mahikeng

REQUIREMENTS : A 3-year Bachelor's Degree/National Diploma in Financial Management / Accounting or Risk Management. Minimum of five (5) years relevant experience in a public financial administration / Auditing environment of which three (3) years' should be at a Junior Management level (Assistant Director). A valid Driver's license. Competencies: Sound knowledge of Government policies, legislations and intergovernmental relations. Proven sound management and administrative skills. 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) and Financial Systems (PERSAL, WALKER, and BAS). Ability to work under pressure and deliver to tight deadlines.

DUTIES : Manage the development, implementation and maintenance of internal control monitoring and evaluation mechanisms. Manage the monitoring of the performance of internal control activities in compliance with relevant legislation, policies, regulations, frameworks, guidelines, procedure manuals and delegations of authority; Manage internal control, financial and related system (eg. BAS, WALKER, PERSAL and Supplier Database) inspections to identify ineffective internal controls in the Department and ensure reporting on internal control deficiencies with recommendations to top management; Development of Compliance framework .Develop, implement and follow up on the post audit action plans; Manage and coordinate the internal and external audit process; Manage the coordination of assurance processes (eg, audit committee process, response to external and internal auditor's queries, management of responses) and departmental action plans to address identified control deficiencies; Manage the development, implementation and maintenance of a financial information retention/repository. Manage the implementation and maintenance of the Departmental loss control system and advice to the Loss Control Committee.

ENQUIRIES : Ms Connie Molosiwa Tel No: (018) 388 5923

POST 35/170 : **DEPUTY DIRECTOR: SMME DEVELOPMENT (MARKETING AND SKILLS) REF NO: 53/DEDECT/2023/NW**

SALARY : R811 560 per annum (Level 11), all- inclusive salary package

CENTRE : Mahikeng

REQUIREMENTS : Matric (Grade 12) Certificate plus Bachelor's degree in Marketing, Business Administration, Entrepreneurship, or a related field. Proven middle management experience in marketing, brand management, or advertising, with a focus on supporting SMMEs. Strong knowledge of marketing principles, consumer behaviour, and digital marketing trends. Familiarity with various marketing channels and platforms, including social media, content marketing, SEO, and email marketing. Experience in conducting market research and analysis to inform marketing strategies and decision-making. Understanding of skills development methodologies and experience in designing and delivering training programs. Excellent communication and presentation skills, with the ability to convey marketing concepts and strategies effectively. Strong project management skills, with the ability to manage multiple initiatives simultaneously and meet deadlines. Collaborative mindset and ability to work effectively with cross-functional teams and stakeholders. Knowledge of SMME sector dynamics, challenges, and opportunities, particularly related to marketing and skills development.

DUTIES : Develop and implement marketing strategies, campaigns, and initiatives to promote SMMEs and their products/services. Conduct market research and

analysis to identify target markets, consumer trends, and competitive landscape for SMMEs. Create and execute marketing plans, including digital marketing, advertising, branding, and communication strategies. Collaborate with internal and external stakeholders to develop marketing collateral, such as brochures, websites, social media content, and promotional materials. Provide guidance and support to SMMEs in developing their marketing plans, identifying target audiences, and optimizing marketing channels. Organize and coordinate marketing events, exhibitions, trade shows, and networking opportunities to showcase SMMEs and facilitate business opportunities. Implement skills development programs and initiatives to enhance the marketing capabilities of SMME owners and employees. Identify training needs, design training modules, and deliver workshops or seminars on marketing topics relevant to SMMEs. Establish partnerships with educational institutions, industry associations, and training providers to expand the reach and impact of skills development programs. Monitor and evaluate the effectiveness of marketing strategies and skills development initiatives, and make recommendations for improvement.

- ENQUIRIES** : Ms. Happy Mokone Tel No: (018) 388 5830
- POST 35/171** : **DEPUTY DIRECTOR: SMALL, MEDIUM, MICRO ENTERPRISES (SMME) AND CO-OPERATIVES DEVELOPMENT REF NO: 54/DEDECT/2023/NW**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), all-inclusive salary package
 : Mahikeng
 : Matric (Grade 12) Certificate plus Bachelor's Degree in Business Administration, Economics, Entrepreneurship, Development Studies, or a related field. Proven middle management experience in SMME and co-operatives development, including strategic planning and policy implementation. Strong knowledge of the SMME sector, entrepreneurship, and cooperative management principles and practices. Competencies: Familiarity with government regulations, legislation, and funding mechanisms related to SMMEs and co-operatives excellent leadership and interpersonal skills to engage and collaborate with diverse stakeholders. Effective communication and presentation abilities, both verbal and written. Analytical thinking and problem-solving skills to identify challenges and propose innovative solutions. Project management experience, including monitoring, evaluation, and reporting. Proficient in using relevant software and tools for data analysis and report preparation.
- DUTIES** : Develop and Implement Policies: Contribute to the formulation and implementation of policies, regulations, and strategies to support SMMEs and co-operatives' development. Ensure alignment with national and regional development goals. Strategic Planning: Collaborate with senior management to develop strategic plans and initiatives that promote the growth, sustainability, and competitiveness of SMMEs and co-operatives. Monitor and evaluate the effectiveness of implemented strategies. Stakeholder Engagement: Engage and collaborate with relevant stakeholders, including government agencies, industry associations, financial institutions, and community organizations. Foster partnerships to enhance support mechanisms for SMMEs and co-operatives. Capacity Building: Design and implement capacity-building programs to enhance the skills, knowledge, and capabilities of SMMEs and co-operatives. Provide training, mentoring, and advisory services on various aspects of business development, entrepreneurship, and cooperative management. Financial Support: Identify and facilitate access to financial resources, grants, loans, and other funding mechanisms for SMMEs and co-operatives. Collaborate with financial institutions and funding agencies to develop appropriate financing models. Research and Analysis: Conduct research and analysis on market trends, industry dynamics, and best practices in SMMEs and co-operatives development. Stay updated on relevant legislation and regulations to ensure compliance and inform policy decisions. Monitoring and Evaluation: Develop monitoring and evaluation frameworks to assess the impact of SMME and co-operatives programs and interventions. Collect data, analyse performance indicators, and prepare reports for senior management and stakeholders. Networking and Advocacy: Represent the organization or government agency at conferences, seminars, and industry events related to SMMEs and co-operatives. Advocate for supportive policies, resources, and an enabling business environment.

ENQUIRIES : Ms. Happy Mokone Tel No: (018) 388 - 5830

POST 35/172 : **CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 55/DEDECT/2023/NW**

SALARY : R554 490 per annum, (OSD)
CENTRE : Mahikeng
REQUIREMENTS : A 4 year degree majoring in the field of Information Management or Environmental Management. Minimum of five (5) years' experience in environmental management and information management. Knowledge on environmental indicators. Sound knowledge of South African Environmental Legislation, Policies, Protocols and Interventions. Knowledge of various other national, local and provincial government laws, strategies and plans affecting the environment (e.g. NDP, PDP, EIP). Valid drivers' licence code 08 (EB). Competencies: Knowledge on Public Service delivery and of Batho Pele principles. Advanced computer literacy in MS Office (MS Word, MS Excel, and MS Outlook). Experience in the use of GIS software. Good verbal and written communication skills. Database management. Data processing and interpretation skills. Managerial skills: Project Management skills, financial management analytical skills. Report writing skills. Personal attributes: Conscientious, Dedicated, Innovative, Organised and Ability to meet deadlines. Ability to work in a team and independently.

DUTIES : The consolidation of required statutory reports within Environmental Services Programme. Manage the compilation, maintenance, expansion and update of the Provincial Environmental Outlook. Support the state of environment reporting at local level. Support the development and reporting on relevant Environmental Indicators. Liaise with stakeholders on all aspects of environmental reporting. Participate and provide input into relevant National and Provincial Forums. Provide effective reporting for Chief Directorate Environmental Services i.e. reporting on implementation of the Environmental Sector Local Government Implementation Plan, Compilation and submission of departmental Monthly, Quarterly and Annual reports for Chief Directorate, and Coordinate Strategic Planning activities for the Chief Directorate. Ensure the functioning of the Integrated Environmental Information Management System (such as GIS, Compliance and Enforcement Tool and electronic Biodiversity permit system) of the Chief Directorate Environmental Services and development of other modules for the information management system. Overall management of information management system projects and other related projects (such as drafting of the Service Level Agreements and adherence to project schedules). Perform administrative duties related to the post and assist with budget inputs and planning. Manage staff within the sub-directorate. Manage resources within the sub-directorate.

ENQUIRIES : Ms Tharina Boshoff Tel No: (018) 389 - 5343 or Tel No: (018) 389 - 5656

POST 35/173 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: ENVIRONMENTAL EXTENSION REF NO: 56/DEDECT/2023/NW**

SALARY : R554 490 per annum, (OSD)
CENTRE : Dr Ruth Segomotsi Mompoti – Vryburg
REQUIREMENTS : An appropriate 3 year Degree in Environmental Management/Environmental Education or Natural Science. 3 years' experience in the environmental field Good broad knowledge of Environmental issues, Legislation, Policy and International Conventions. Valid driver's license. Competencies: Computer literacy. Project management skills. Problem solving skills. Good communication. High level of initiative. Ability to solve problems. Ability to work in the office and field environment. Ability to work in a team and independently.

DUTIES : Develop and implement an awareness plan directed at targeted beneficiaries. Manage the planning and implementation of environmental awareness campaigns. Manage the planning and implementation of environmental calendar events. Report on environmental awareness programs. Develop and implement a plan to improve institutional club activities. Manage the planning and implementation of environmental club activities. Ensure that there is a business plan for the recommended projects. Manage the coordination and implementation of environmental projects. Ensure the development of project management tools for the identified 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.

ENQUIRIES : Mr Tlotleng Kgosiemang Tel No: (018) 389 5932

POST 35/174 : **ASSISTANT DIRECTOR HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: 57/DEDECT/2023/NW**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Mahikeng
: Applicants must be in possession of a Bachelor's Degree/National Diploma in HRD coupled with ODEDTP certificate with at least 3 years' experience in HRD and PMDS. Human Resource Development practitioner/trainer and have thorough Knowledge of Skills Development Act, Skills Development Levies Acts, HRD Directives and prescripts, Public Service Regulations thorough knowledge and application of PMDS Directives, and Collective Agreements on PMDS, PERSAL. Competencies: Good communication skills (verbal & written), planning and organising skills, computer literacy, supervisory skills, facilitation and presentation skills. Good knowledge of Public Finance Management Act, Employment Equity Act, Public Service Regulations. Have Innovative, Analytical, Good Interpersonal, Team building. Diversity management, Problem solving and Technical skills. Have knowledge of Disciplinary and grievance procedures.

DUTIES : Provide operational leadership and mentorship to skills development environment, Ensure compliance and the incorporation of all relevant legislations, strategies and policies. Ensure the incorporation in terms of the Sector skills plans into the organisational skills plans. Design and develop learning interventions. Design and conduct assessments, Monitor and Evaluate training programmes, and facilitate training programmes. Apply the Batho Pele principles. Coordination of the effective implementation of the performance management system. Facilitate the quality assurance of the filed performance agreements and provide guidance where necessary. Manage and analyse data on performance agreements filed and appraisals concluded and produce reports. Facilitate Moderating Committee (MC) meetings and logistics. Produce notices, guidelines on latest developments in performance management, and coach officials as well as moderation committee members on the applicable performance management prescripts. Advice the department regarding PMDS policy and performance rewards.

ENQUIRIES : Ms Ipeleng Letsholo Tel No: (018) 388 5882

POST 35/175 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: 60/DEDECT/2023/NW**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Mahikeng
: A recognized Bachelor's Degree / National Diploma (NQF 7) in Public Administration / Public Management / Public Governance / Social Sciences. Minimum 3-5 years' experience in supervisory level. Valid Driver's License and willingness to travel long distances. Competencies: Knowledge of Government Legislative Frameworks and Strategic Planning. Knowledge of compilation of and ensuring the alignment of the Strategic Plan, Annual Performance Plan and Operational Plan. Comprehensive knowledge and understanding of prescripts and processes applicable within the public service like Public Financial Management Act (PFMA) and Treasury Regulations. Knowledge of Policy Development & Implementation. Project Management, Presentation skills, Report writing and Analytical skills Computer literacy, Communication and Interpersonal Relations skills.

DUTIES : Expedite the coordination and development of the Strategic Plan. Facilitate and coordinate the development of the Departmental Annual Performance Plan. Facilitate the coordination of the departmental strategic planning review. Facilitate the development and implementation of operational plans (MSTF). Assist with the review of the Departmental, Strategic Planning, Monitoring and Evaluation Framework. Manage human and financial resource of the directorate.

ENQUIRES : Ms Mavis Nels Tel No: (018) 388 2431

POST 35/176 : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 61/DEDECT/2023/NW**

SALARY : R424 104 per annum (Level 09)

CENTRE : Mahikeng

REQUIREMENTS : A 3-years National Diploma or Bachelor's degree in the field of Auditing / Accounting, Financial Management or Risk Management. Three (3) to five (5) years' experience in Auditing field. A valid driver's license. Competencies: Demonstrate in detailed technical knowledge of PFMA, Treasury regulations, Public Service Regulations, Supply Chain Management prescripts and all other legislative prescripts. The use of computer/laptop. Report writing. Presentations. Be able to interact in groups. High level of professionalism. Independent Objectivity and independence. Attention to details and confidentiality. Verbal and writing skills. High level of resilience.

DUTIES : To plan, organise and carry out the internal control functions of the Department. Co-ordinate internal and external audits. Develop, implement and report on the internal and external audit action plans. Develop and review compliance procedures within the Department.

ENQUIRIES : Ms Connie Molosiwa Tel No: (018) 388 - 5923

POST 35/177 : **ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: 62/DEDECT/2023/NW**

SALARY : R424 104 per annum (Level 09)

CENTRE : Mafikeng

REQUIREMENTS : An appropriate recognised three year qualification in Communication, Journalism, Public relations, practical and relevant experience in external communication with a strong media focus; Must have excellent writing skills and an impeccable command of the English language; Two (2) years supervisory experience two years functional experience in media relations/communication Good understanding of South African media; Knowledge: Must have sound interpersonal relations, negotiation skills and ability to communicate with stakeholders at all levels; Knowledge and skills in formulating and writing reports are essential; The successful candidate must also be computer literate (packages such as Microsoft, Excel, Power-Point, MS Word, E-mail, Internet); The applicant must be able to plan, organize, meet deadlines and work under pressure; Departmental Policies and procedures; Batho Pele principles; PFMA, Basic knowledge of government legislations. Drivers license is a requirement; Must be willing and able to drive, to travel and work long hours including weekends and public holidays; Must be able to work well in a team; Financial, stakeholder and project management knowledge and experience is required.

DUTIES : The successful candidate will provide a media liaison function for the Department inclusive of, but not restricted to, daily media monitoring; drafting of media plans and media exit reports, Render a media writing function – this includes, but is not restricted to, the writing of media invitations, media statements, media articles/advertorials; Facilitating responses to media queries, arranging media briefings, providing media support to the Department at events; Drafting monthly reports; Assisting with the media audio clip function and other related media innovation services; Employ innovation in media communication to heighten the overall objective of raising awareness of Departmental issues, events and projects; Provision of general communication support inclusive of branding/ campaigns. Able to execute any other administrative or functions given by Deputy Director.

ENQUIRIES : Ms. Baabua Thukubi Tel No: (018) 388 5848

POST 35/178 : **ASSISTANT DIRECTOR YOUTH ECONOMIC EMPOWERMENT REF NO: 63/DEDECT/2023/NW**

SALARY : R424 104 per annum (Level 09)

CENTRE : Mahikeng

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Business Management / Business Administration / Commerce / Public Administration / Public Management or equivalent qualification at (NQF level 6/7) as recognized by SAQA. Minimum of three (3) years' Junior Management experience in the Youth Economic Empowerment field / Business Management environment / Corporate or Public Sector Youth Economic Development Support. A valid driver's license. Competencies: Broad Knowledge and understanding of Youth

Development, Macroeconomic Policies, Fiscal Policies and Public Policies. Good knowledge of the NWPG Developmental Priorities. Knowledge and understanding of Provincial Economic Development strategies and initiatives. Knowledge of National Economic Development policies and strategies. * General knowledge of policy development and management. Knowledge and an understanding of the public sector environment. Broad knowledge of the programmes and activities of the Department, knowledge of socio-economic conditions that exist with the Economic Development field with particular emphasis on youth in business economic empowerment, Preferential procurement Regulations and the Youth Sector in general. Understanding of Dynamics of Youth development in NW Province, Youth Enterprise Strategy, Provincial Youth Economic Empowerment Strategy (YEES), Developmental Priorities of Northwest. Sound Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulations, Constitution of Bid Committees and contracts, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, policies and strategies. Ability to interpret and apply policies, advanced knowledge and application of general management and project management principles. Knowledge of the Constitution of South Africa, Public Service systems, Public Service Code of Conduct. Candidates should demonstrate excellence. Skills in: Programme management, business planning, business analysis, financial management, strategic management, programme management and project management principles. Ability to transfer skills and knowledge, and offer appropriate advice. Communication skills: Verbal and written (Setswana and English proficiency). Stakeholder liaison skills. Management skills, research skills, presentation skills, and interpretation of Statutes. Computer literacy. Language skills. Financial management skills. Time management skills. Ability to work under pressure. Flexibility to work long and extra hours. Skills: Project management skills. Good interpersonal skills, diversity management skills. Economic Transformation. Change leadership. Transformation. Knowledge of events management particularly Youth programmes.

DUTIES : Coordinate Youth in business Economic Empowerment strategies and programmes in the province. Promote and facilitate Youth enterprise development through implementing and supporting Youth entrepreneurial projects. Coordinate and facilitate Youth Enterprise Skills development and employment initiatives. Develop policies, strategies and programmes aimed at improving service delivery for youth enterprises. Represent the Department in Provincial and National Youth Development and Advocacy initiatives.

ENQUIRIES : Ms. Carol Rasego Tel No: (018) 388 6054

POST 35/179 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE C REF NO: 58/DEDECT/2023/NW**

SALARY : R420 447 per annum, (OSD)
CENTRE : Lotlamoreng Dam

REQUIREMENTS : A 3 year Diploma in Environmental Education / Environmental Education or equivalent. Experience in developing and rendering Environmental Education programmes to school groups will be an added advantage. A valid driver's license. Competencies: Computer literacy and. Conflict management skills. The successful candidate will have proven communication skills, a thorough understanding of National Curriculum Statements, and the South African Education policy. Thorough knowledge of Environment and Conservation legislation. Experience in developing and rendering Environmental Education programmes to school groups will be an added advantage.

DUTIES : Coordinate Environmental programmes for visiting schools groups-consult and liaise with schools prior to the visit. Ensure full integration of the Environment into the curriculum in the learning programmes. Develop resources and learning materials for both the GET and FET levels of education implement. Arrange and implement presentations during the educator's workshops and Environmental Outreach programmes. Undertake Game drives and Nature Trails and initiate School based Sustainable projects that will respond to challenges of Climate Change. Show Environmental Videos. Coordinate and conduct Educator workshops. Assist with the coordination of District Environmental District Forums. Conduct Environmental career's

		Exhibitions. Initiate partnerships with NGO'S, State owned enterprises, and Private Sectors to support the Implementation of EE in Schools.
<u>ENQUIRIES</u>	:	Mr Sylvester Mfuloane Tel No: (018) 389 5751 or Tel No: (018) 389 5323
<u>POST 35/180</u>	:	<u>PROVINCIAL LIQUOR TRADE INSPECTOR REF NO: 64/DEDECT/2023/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Klerksdorp An appropriate three year National diploma in law / Public Administration or related degree. A minimum of (2) years' experience in the compliance, enforcement and investigations environment. Experience in the liquor environment will be an added advantage. A valid driver's license is compulsory. Competencies: Good verbal and 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 standards.
<u>DUTIES</u>	:	Conduct routine and joint compliance inspections on both the National and the Provincial Liquor legislation to ensure compliance with the Liquor related legislation, throughout the four districts of the Province. Conduct raids operations as and when required. Compile weekly, monthly and quarterly reports. Compile a database of liquor outlets. Issue compliance and non-compliance notices. Conduct initial and final inspections and compile comprehensive reports. Liaise with relevant stakeholders. Conduct inspections/investigations 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 35/181</u>	:	<u>TOURISM DEVELOPMENT OFFICER REF NO: 65/DEDECT/2023/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum- (Level 08) Vredefort Dome World Heritage Site An appropriate 3 year Degree in Tourism Management or Environmental Education. 3 years' experience in tourism management. A broad knowledge of the Vredefort Dome, applicable legislation, policies, world heritage sites and UNESCO. A valid driver's license. Computer literacy. Competencies: Project Management skills. Problem solving skills. Good communication skills. Ability to work in a team, independently and with the public which will include national and international tourists.
<u>DUTIES</u>	:	To manage the Venterskroon Information Centre. To market the Vredefort Dome World Heritage Site. To develop and manage the tourist registration book at the Information Centre for the Vredefort Dome. To assist in the development and implementation of the Tourism component of the Integrated Management Plan in line with the requirements of the World Heritage Convention Act. To assist in the coordination and oversight of the development projects as per the Integrated Management Plan.
<u>ENQUIRIES</u>	:	Mr. Gustav Engelbrecht Tel No: (018) 389 5751
<u>POST 35/182</u>	:	<u>GRAPHICS DESIGNER REF NO: 66/DEDECT/2023/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Mahikeng Grade 12 plus a Bachelor's degree in Graphic Design/ Diploma in Graphics Design or equivalent qualification. A minimum of three (3) - five (5) years relevant experience as a graphic designer. Knowledge and understanding of legislation in the Public Service Graphic Designer. Excellent working a variety of skilled graphic design and layout work in preparation of various posters, exhibits, advertisements, slides, brochures, books, newsletters and flyers using various production techniques which may include computer graphic systems and software.
<u>DUTIES</u>	:	Route external requests and queries. Provide statistical data on website usage Optimise searchable statistics of the website. Market the website internally and externally. Create attractive web pages. Participate in the development of

dynamic web pages. Create and enhance web graphics. Research on possible support web applications for the department. Compile system business proposals, system analysis documents, system design documents, and project plan documents. Provide application development inputs and leadership. Design and develop web applications for both the internet and intranet.

- ENQUIRIES** : Mr Zia Cassim Tel No: (018) 388 5999
- POST 35/183** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE C REF NO: 59/DEDECT/2023/NW**
- SALARY** : R318 267 per annum, (OSD), (an appropriate salary will be determined according to the regulatory framework based on OSD)
- CENTRE** : Mahikeng
- REQUIREMENTS** : A recognized three (3) year Bachelor's Degree/Diploma in field of Environmental Science / Management / Law or relevant equivalent qualification coupled with at least 5 years post qualification experience. Knowledge of National Environmental Management Act, 1998 (NEMA) principles and its and implementation as well as Environmental Impact Assessment (EIA) Regulations, 2014 as amended. Knowledge of Specific Environmental Management Acts (SEMA's) e.g. Waste Act and Air Quality Act with specific reference to monitoring and enforcement of the NEMA and SEMA's. Knowledge, experience and understanding of environmental law and the environmental compliance and enforcement management system. Knowledge and understanding of the handling of emergency incidents as defined in the NEMA. Excellent written and verbal communication skills, particularly with regard to drafting of letters, reports, administrative notices and affidavits to support the work of Environmental Management Inspectors within the Inspectorate. The ability to interact with and provide assistance to a wide range of stakeholders, as well as an understanding of intergovernmental relations and cooperative governance. Ability to work independently, or as part of a team. Must be able to work under pressure. Computer literacy skills. A valid driver's license. Designated as an Environmental Management Inspector (EMI).
- DUTIES** : Support the work of Environmental Management Inspectors by undertaking site inspections in order to determine compliance with environmental authorizations, permits and licenses issued in terms of the NEMA and SEMA's. Attend to complaints received regarding environmental crimes and non-compliance to environmental legislation. Produce reports, draft enforcement notices, and provide expert evidence during administrative and criminal enforcement processes. Attend to the procedural requirements pertaining to emergency incidents as referred to in the NEMA. Carry out all the functions of an environmental management inspector (EMI) as provided for in the NEMA. Draft monthly, quarterly and annual reports on work carried out.
- ENQUIRIES** : Ms. Carene Niewoudt at 083 385 9486
- POST 35/184** : **PRINCIPAL NETWORK CONTROLLER REF NO: 67/DEDECT/2023/NW**
- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : Mahikeng
- REQUIREMENTS** : National diploma or equivalent NQF 6 qualification in Information Technology. At least 2-3 years' experience in Information and Communication Technology at supervisory level. BSc degree in ICT will be an advantage. Experience in ICT Support, network directory, and authentication services and systems like LDAP, Active Directory, e-Directory, Microsoft environment support, and Local Area Network (LAN). Competencies: Knowledge of general ICT support, e-mail system, servers, computer networks, computer security, computer standards and practices: computer hardware, software, and peripherals such as serves, monitors, cables, physical layer, printers and modems. Procedure and process for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals such as printers and related hardware. Good communication (written and verbal), interpersonal, technical, organizational and problem-solving skills.
- DUTIES** : Maintain and make communication systems available. Provide ICT service support for computer software and applications, computer hardware, and computer networks (Wide Area Network (WAN), Local Area Network (LAN). Monitor and report on ICT service support and delivery. Ensure ICT service requests and incidents are reported, addressed and resolved as per the

		service standards. Manage ICT risks and audit queries. Identify, mitigate, and manage ICT risks relating to ICT support and service delivery. Provide assistance in the planning and research of ICT policy. Management and maintenance of physical security systems. Manage customer relations.
<u>ENQUIRIES</u>	:	Mr Edwin Sekgarametso Tel No: (018) 388 5973
<u>POST 35/185</u>	:	<u>PLANNER: MONITORING AND EVALUATION REF NO: 68/DEDECT/2023/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Mahikeng A three (3) year Bachelor's Degree/National Diploma in Public Administration/Public Management. Minimum 1-2 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.
<u>DUTIES</u>	:	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 secretarial support services to the Department's performance.
<u>ENQUIRIES</u>	:	Mr. David Yeaboah Ashumah Tel No: (018) 388 5838
<u>POST 35/186</u>	:	<u>PLANNER: STRATEGIC PLANNING REF NO: 69/DEDECT/2023/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Mahikeng A recognized Bachelor's Degree / National Diploma (NQF 7) in Public Administration / Public Management. Minimum 2 – 3 years' experience required. A valid driver's license is also required coupled with a willingness to travel long distances. Competencies: Knowledge of Government Legislative Frameworks and Strategic Planning. Ensuring the alignment of, the Strategic Plan, Annual Performance Plan and Operational Plan. Computer literacy. Excellent communication, analytical and report writing skills. Project Management skills. Sound knowledge of the government planning and reporting processes as well as various public service legal prescripts. Strong communication (verbal and written) skills.
<u>DUTIES</u>	:	Assist with the development of the Departmental Strategic and Annual Performance Planning processes. Assist with the implementation of the department's operational plan. Implement planning instruments and tools on planning process.
<u>ENQUIRIES</u>	:	Ms Mavis Nels Tel No: (018) 388 2431
<u>POST 35/187</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: 70/DEDECT/2023/NW (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Mahikeng National Senior Certificate (Grade 12) and 3 year appropriate Tertiary qualification in Human Resource Management or Public Administration at NQF level 6 and/or equivalent qualifications (NQF Level and Credits). Two (2) to four (4) years experience in Human Resource Management and Public Administration. Knowledge of the PERSAL System. Competencies: Computer literary in MS Word, MS Excel and PowerPoint. Knowledge of Public Service Act, Public Service Regulations and Prescripts and Government Employees Pension Law. Training on PERSAL system. Knowledge of basic principles of Human Resource Management. Knowledge of Performance Management System. Ability to interpret and apply policies, and acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills.
<u>DUTIES</u>	:	Implement Recruitment, Selection and Appointments: Receive and acknowledge applications. Profile applications, provide Secretarial services and render advice during the Selection process. Administer transport claims of Interview candidates, prepare Short-listing and interview reports and

appointment letters, Process personnel suitability checks. Process appointments and promotions on the PERSAL System. Provision of Conditions of Service and Remuneration: Capture leave applications on the PERSAL system. Process recognition of Long Services, Grade progressions, Acting and Role playing allowances. 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, capture Nomination of Beneficiaries. Capture and update applications for Housing Allowance Scheme. Update Employees' Educational qualifications. Process Transfers, Relocations and Movements on the PERSAL system. Perform any other Human Resource - related functions.

ENQUIRIES : Mr. Tiragalo Kepadisa Tel No: (018) 388 5876

POST 35/188 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: 71/DEDECT/2023/NW**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
 : Mahikeng
 : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in B Commerce with Accounting. Three (3) to five (5) years' relevant experience in the environment. A valid driver's license. Knowledge: Knowledge of Public Finance Management. Public Service Legislation, Regulations and Policies. Accounting Principle. Performance Management. Walker System and Basic Accounting System (BAS). Competencies: Supervisory skills. Communication skills (verbal and written). Computer literacy (Microsoft Word and Excel) and Interpersonal skills. Ability to communicate at all levels. Assertiveness, accuracy and attention to detail. Dedicated and Hardworking. Ability to work under stressful conditions. Team player, People and client orientated. Goal and solution orientated, Trustworthy.

DUTIES : Collation and consolidation of budget inputs from programmes during the budgeting process. Assist assigned programmes with planning and costing of activities by using appropriate tools. Supervise collection and consolidation of all budget information and inputs from programmes. Capture correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Monitoring of expenditure and advice on discrepancies: analyse expenditure patterns and generate reports. Advise Programmes to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Compile journals. Render a budget support service: Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, and allocate virements on budgets. Distribute documents with regard to the budget. Compile of In Year Monitoring (IYM) report. Contribute to compilations of reports (including Interim Financial Statements (IFS) and Annual Financial Statements (AFS) as required. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.

ENQUIRIES : Ms. Hawa Rosenberg Tel No: (018) 388 5929

POST 35/189 : **STATE ACCOUNTANT: REVENUE REF NO: 72/DEDECT/2023/NW**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
 : Mahikeng
 : Grade 12 certificate or equivalent plus appropriate recognized three (3) years National Diploma / Degree in financial accounting coupled with two (2) to three (3) years relevant experience in revenue management. Competencies: Must have extensive knowledge of DORA, PFMA and Treasury Regulations. Walker Bas, Basic Accounting System (BAS). Public Service Act and Performance Management Development System (PMDS). Good communication skills. Interpersonal relations. Computer skills. Advance Microsoft excel will be added as advantage. Creative and innovative.

DUTIES : Preparation of journals in relation to bank deposit transactions for capturing. Prepare monthly revenue reconciliation for reporting purposes. Ensure safeguard of journals passed for audit purposes. Ensure payments of revenue are received on behalf of third parties. Liaise with other programmes with regard to any outstanding information required.

ENQUIRIES : Mr Benjamin Kgabi Tel No: (018) 388 5938

POST 35/190 : **TRANSPORT ADMINISTRATIVE OFFICER REF NO: 73/DEDECT/2023/NW**

SALARY : R294 321 per annum (Level 07)

CENTRE : Mahikeng

REQUIREMENTS : Recognised Degree or three-year National Diploma (NQF 6) / in Public Management / Transport Management / Logistics or equivalent qualification. Minimum of two (2) to three (3) years experience in fleet management/transport/logistics services or related field. A valid driver's license. Competencies: Knowledge of Treasury and PFMA Regulations. Knowledge of vehicle maintenance and service procedures. Knowledge of fleet disposal procedure. Knowledge and understanding of legislative framework governing Public Services. Knowledge of traffic laws. Unendorsed valid driver's License. Skills: Planning and organizing. Communication (good verbal & written). Computer Literacy and Report Writing.

DUTIES : Administer Departmental vehicles. Ensure that Departmental vehicles are kept in good working condition. Conduct monthly inspections of vehicles at all offices to identify any non-compliant matters. Ensure that logbooks are always up to date. Ensure licensing and registration of Departmental vehicles. Ensure that Departmental vehicles are insured with the insurance brokers. Ensure the fitment of tracking devices to all departmental vehicles. Ensure that all newly procured vehicles are branded. Ensure the development of vehicle replacement plans. Ensure that claims are processed according to approved benchmarks for capital remuneration, fuel claims and maintenance allowances. Recover money for infringements. Administer and control petrol cards. Ensure reconciliation of fleet report statement against the bank statement and slips. Compile the monthly/ quarterly fuel duty report. Ensure effective and efficient utilization of subsidized vehicles. Compile monthly report on the usage of all Departmental vehicles such as kilometers travelled and costs involved. Ensure that all vehicle incidents and accidents are attended to timeously. Ensure that all traffic are attended to and resolved timeously. Supervise staff.

ENQUIRIES : Ms. Nomvula Bosman-Mathepa Tel No: (018) 388 5949

POST 35/191 : **SUPPLY CHAIN ADMINISTRATION OFFICER: LOGISTICS REF NO: 74/DEDECT/2023/NW**

SALARY : R294 321 per annum (Level 07)

CENTRE : Mahikeng

REQUIREMENTS : A Senior Certificate plus a National Diploma or equivalent qualification (NQF level 6) in Commerce / Logistics / Supply Chain Management / Public Administration or Management. Minimum of three (3) years' experience in Supply Chain Management. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Problem solving and analysis. Supply Chain Management, Treasury Regulations, PFMA, PPPFA, Public Service Regulatory Framework. Computer literacy including knowledge of IT Transversal System.

DUTIES : Generate purchase orders on the financial system: Check quotations for calculation errors. Generate purchase order on financial system. Obtain delegated approval. Issue purchase order to service provider/supplier and relevant business unit. Keep proper record of purchase orders issued. Verify invoices with purchase order and liaise with service providers with regards to discrepancies on invoices. Verify/provide comments on the outstanding requisitions, purchase order and accrual report. Prepare payment documents and capture such payment into system. Prepare payment documents for submission to finance for processing. Keeping records of all payments made. Monthly reconciliation of the creditor's statement. Prepare management information and statistics and report as required. Monitor and follow up on outstanding requests and documents. Supervise and develop subordinates. Attend to payment queries.

ENQUIRIES : Ms. Nomvula Bosman-Mathepa Tel No: (018) 388 5949

POST 35/192 : **COMMUNICATION OFFICER: MEDIA RELATIONS REF NO: 75/DEDECT/2023/NW**

SALARY : R241 485 per annum (Level 06)

CENTRE : Mahikeng

<u>REQUIREMENTS</u>	:	Applicants must be in possession of Grade 12 and an appropriate three (3) year tertiary qualification (Degree/National Diploma) in Communication / Journalism / Public Relations. A minimum two (2) years in the Communication / Public Relations / Media internship programme. A valid driver's license. Competencies: Able to communicate (Verbal & Written). Able to plan, organize and meet deadlines. Presentation and Negotiation skills. Report writing skills. Computer literacy (packages such as Microsoft, Excel, PowerPoint, MS word, Email and internet. Problem solving skills. Able to work under pressure and during weekends. Sound interpersonal relations and ability to communicate with stakeholders.
<u>DUTIES</u>	:	Assist in organizing media coverage for departmental events. Provide support in coordinating media briefings, press conferences and media open days. Assist with drafting of the communication and media plan of all events. Distribute media invite/alerts / releases to all media houses. Assist in liaising with journalists about departmental events/programmes and compile list of confirmation of journalists for attendance. Provide support in organizing media interviews and assist in negotiating for free interviews. Assist in compilation of information in responding to media inquiries. Development and constant update of media database. Assist in conducting media monitoring and preparing draft reports. Assist in organizing media open days/briefings. Supporting the implementation of key messages defined in communications strategy across all functions and media including development of all organizational documentation. Assist with photographic services. Participate during departmental awareness creation through campaigns and exhibitions. Perform other administrative duties as requested by Supervisor.
<u>ENQUIRIES</u>	:	Ms Baabua Thukubi Tel No: (018) 388 5848
<u>POST 35/193</u>	:	<u>GRAPHICS DESIGNER REF NO: 76/DEDECT/2023/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R241 485 per annum (Level 06) Mahikeng
<u>DUTIES</u>	:	Grade 12 Certificate plus a Bachelor's Degree / National Diploma in Graphic's Design. Competencies: Knowledge and understanding of government prescripts. Excellent working with a variety of skilled graphic design and layout work in preparation of various posters, exhibits, advertisements, slides, brochures, books, newsletters and flyers using various production techniques which may include computer graphic systems and software.
<u>ENQUIRIES</u>	:	Mr. Zia Cassim Tel No: (018) 388 5999
<u>POST 35/194</u>	:	<u>ADMIN CLERKS: LIQUOR REGULATION REF NO: 77/DEDECT/2023/NW</u>
<u>SALARY CENTRE</u>	:	R241 485 per annum (Level 05) Mahikeng: BUSREG (X1 Post) MISS (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or Matriculation certificate. Computer literacy. Competencies: Knowledge of clerical duties, practices, as well as the ability to capture data and obtain and disseminate information. Knowledge of administration and clerical procedures and system such as managing files and records. Knowledge of procedures for receiving, responding and managing requests/inquiries plus good telephone etiquette. Knowledge and understanding of legislative framework that governs the public service. Knowledge of working procedures in terms of the working environment. Good organizational and interpersonal skills. Good verbal and written communication skills. Language skills. Flexibility.
<u>DUTIES</u>	:	Rendering of general clerical support services. Record, organize, record, capture and retrieve correspondences and data. Keep and maintain the incoming and outgoing register of the component. Handle routine inquiries. Make photocopies. Distribute documents and/or packages to various stakeholders as required. Keep and maintain the filing system of the component. Liaise with internal and external stakeholders in relation to

		procurement of goods and services. Obtain quotations, and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Arrange travelling and accommodation.
<u>ENQUIRIES</u>	:	Ms. Khumo Taoana Tel No: (018) 388 5864 and Ms. Onnica Sithole Tel No: (018) 388 5957
<u>POST 35/195</u>	:	<u>IT NETWORK CONTROLLER REF NO: 78/DEDECT/2023/NW</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma / Degree (NQF Level 6/7) in Information Technology / Information Systems / Computer Science or a related three-year (3) qualification plus a minimum of two (2) years' relevant experience in Information Technology Technical Support environment. ITIL Foundations Certificate / certified ITIL / MCSE / A+ / N+ will be an added advantage. Competencies: Knowledge of legislative frameworks within the public sector and knowledge of ITIL processes will be an advantage. Client orientation and good customer skills, technical and interpersonal skills. Good Supervisory skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure, take initiative, work with minimum supervision, and as part of a team. A valid driver's license is essential.
<u>DUTIES</u>	:	Provide technical and application support across the Department. Assist the helpdesk to ensure minimum disruption to network connectivity. Provide first line technical support and maintain LAN/WAN and desktops for all DEDECT users. Minimize service disruptions by supporting and maintaining day to day operational issues of the District and Head offices to ensure a stable and efficient environment. Attend to user complaints. Administer and support DEDECT user base. Analyse and monitor the ICT connectivity environment. Manage any virus threats, Manage and maintain Printers in the environment. Advise on technical changes in the ICT environment.
<u>ENQUIRIES</u>	:	Mr Edwin Sekgarametso Tel No: (018) 388 5973
<u>POST 35/196</u>	:	<u>ACCOUNTING CLERK: CREDITORS PAYMENTS REF NO: 79/DEDECT/2023/NW</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent plus appropriate recognized three (3) year National Diploma / Degree in financial management/accounting coupled with at least zero to two (2) years relevant experience in creditors' payments. Competencies: Must have extensive knowledge of PFMA and Treasury Regulations. Walker Bas and Basic Accounting System (BAS), Ms Office (word & excel). Good communication and interpersonal relations. Creative and innovative.
<u>DUTIES</u>	:	Process payments daily for service providers. Perform petty cash functions for the entire department. Ensure proper filing of payment stubs for future inquiries. Perform other general administrative functions.
<u>ENQUIRIES</u>	:	Mr Benjamin Kgabi Tel No: (018) 388 5938
<u>POST 35/197</u>	:	<u>ADMINISTRATIVE CLERK: TRANSPORT REF NO: 80/DEDECT/2023/NW</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collect statistics. Competencies: Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine inquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters

and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchase of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check the correctness of subsistence and travel claims of officials and submit them.

- ENQUIRIES** : Ms. Nomvula Bosman-Mathepa Tel No: (018) 388 5949
- POST 35/198** : **AUXILIARY SERVICE OFFICERS: BIODIVERSITY REF NO: 81/DEDECT/2023/NW (X2 POSTS)**
- SALARY CENTRE** : R202 233 per annum (Level 05)
: Ngaka Modiri Molema District (Mahikeng)
: Dr Kenneth Kauda (Wolmaranstad)
- REQUIREMENTS** : A minimum of a Senior Certificate (Matric Grade 12) with Biology. Competencies: Knowledge of Batho Pele Principles. Ability to work with wild animals under natural and built environments. Ability to communicate with stakeholders verbally & in writing. Demonstrate some administrative skills and ability to work under pressure.
- DUTIES** : The successful candidate will be required to conduct manual support in conducting Biodiversity Related Monitoring Activities. To provide environmental services and support to Biodiversity Officers and conduct Patrols, non-compliance and investigate Biodiversity Crimes. Perform any other task that may be assigned or delegated.
- ENQUIRIES** : Ms Sindi Zwane Tel No: (018) 389 5527, Tel No: (018) 389 5932 Ms Betty Swart Tel No: (018) 389 5527
- POST 35/199** : **AUXILIARY SERVICE OFFICERS: EXTENSIONS AWARENESS REF NO: 82/DEDECT/2023/ NW**
- SALARY CENTRE** : R202 233 per annum (Level 05)
: Bojanala- Rustenburg (Kerk Street)
- REQUIREMENTS** : A minimum of a Senior Certificate (Matric Grade 12) with Biology. Competencies: Knowledge of Batho Pele Principles. Ability to work with wild animals under natural and built environments. Ability to communicate with stakeholders verbally & in writing. Demonstrate some administrative skills and ability to work under pressure.
- DUTIES** : Participate during stakeholder workshops. Keep record of capacity-building activities/ workshops conducted. Report on capacity-building activities/ workshops conducted. Participate during environmental camps. Render support or aftercare service to existing environmental clubs. Participate during environmental awareness activities in the district. Organise and carry-out environmental calendar days. Organise and attend environmental calendar events and plenary meetings. Participate during school awareness. Participate during planned meetings for environmental structures.
- ENQUIRIES** : Mr Tlotleng Kgosiemang Tel No: (018) 389 5932
- POST 35/200** : **CLEANERS REF NO: 83 /DEDECT/2023/NW (X2 POSTS)**
- SALARY CENTRE** : R125 373 per annum (Level 02)
: Mahikeng
- REQUIREMENTS** : ABET Certificate. Good communication skills Have an ability to work under pressure. People orientated.
- DUTIES** : Provision of cleaning services. Cleaning of offices, corridors, elevators and boardrooms by dusting and waxing office furniture. Sweeping, scrubbing and waxing of floor, vacuuming and shampooing floor. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and remove waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by refilling

hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwaves, vacuum cleaners etc) equipment after use. Request cleaning materials.

ENQUIRIES : Mr Simon Bogatsu Tel No: (018) 388 - 5825

POST 35/201 : **GENERAL WORKER REF NO: 83/DEDECT/2023/NW (X3 POSTS)**

SALARY CENTRE : R125 373 per annum (Level 02)
: Taung

Lotlamoreng Dam

Rustenburg (Kerk Street)

REQUIREMENTS : ABET Certificate. Good communication skills. Have an ability to work under pressure. People orientated.

DUTIES : Provision of cleaning services. Cleaning of offices, corridors, elevators and boardrooms by Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floor, vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and remove waste papers. Freshen the office areas. Clean of general kitchen by: Cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and was waste beans. Keep and maintain cleaning materials and equipments. Report broken cleaning machines and equipment. Cleaning of machines (microwaves, vacuum cleaners etc) and equipment after use. Request cleaning materials.

ENQUIRIES : Mr Sylvester Mfuloane Tel No: (018) 389 5751 or Mr Constant Hoogkamer – Tel No: (018) 389 5527

DEPARTMENT PUBLIC WORKS AND ROADS

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling these posts in line with the Department approved Employment Equity Plan. People with disability are encouraged to apply.

APPLICATIONS : All Applications indicating the field of study, the centre and the reference, must be forwarded to the following addressed: Head of Department, Public Works and Roads, Private Bag X2080, Mmabatho, 2735 or Hand delivery to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road.

FOR ATTENTION : HR Development – Ms. M.E Motshologane

CLOSING DATE : 13 October 2023, (Time to reached - 15h30 pm)

NOTE : It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department, www.gov.za. According to DPSA Practice Note no. 19 of 2022, the applicant(s) must indicate the Intern Programme, the Reference number and the Centre on the Z83 Form application and, must be accompanied by a recent updated curriculum vitae indicating personal details, competencies, qualification and knowledge, including three (3) names of contactable referees, with requirement etc. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. It is the applicant's responsibility to have all their foreign qualifications (includes O to A level certificate) evaluated by the South African Qualifications Authority (SAQA) not negotiable. Applicant's previous information as background/reference checks will be verified through contactable referees. Faxed and e-mailed applications will not be accepted. Applications received after the closing date will, as a rule not be accepted. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, qualifications verification and vetting. It will be expected of candidates to be available for the interview process on a date, time and place as determined by the Department. The Department reserves the right not to make an appointment. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. Candidates requiring additional information regarding the advertised internship must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to

short-listed candidates only. If you have not heard from us within three (3) months after the closing date, please accept that your application has been unsuccessful.

OTHER POST

- POST 35/202** : **INTERNSHIP PROGRAMME**
(Period: 24 months contract)
Purpose: Our 24-months internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications. Our target is unemployed graduates/diplomas and also interested in a Public Service career to apply for occupations mentioned below as field of studies:
- STIPEND** : R7 043.31 per month
CENTRE : Head Office-Mahikeng
REQUIREMENTS : Real Estate Ref No: H/O 01/2023 (X1 Post)
Horticulture Ref No: H/O 02/2023 (X1 Post)
- ENQUIRIES** : Ms M.E Motshologane Tel No: (018) 388 4256
NOTE : Applicants who have already participated in any government internship programme will not be considered.