

**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 or email to ACSR@nwpg.gov.za. When you submit by email, please put the reference number and post job title in the subject line. The reference number should be indicated on the application. If you apply for more than one (1) post, please submit separate applications for each post that you apply for.
- FOR ATTENTION** : The Director: Human Capital Management
- CLOSING DATE** : 11 October 2024
- 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. 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.

MANAGEMENT ECHELON

- POST 35/90** : **DIRECTOR: RECREATION REF NO: 2024/ACSR58/NW**
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive package)
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : A three (03) year National Diploma or Bachelor degree (NQF6/7) in Recreation Management / Administration or relevant equivalent qualification. A postgraduate qualification in Recreation Management will serve as an added advantage. A minimum of five (05) years relevant experience at middle/Senior Management level. A valid driver's license. A pre-entry certificate for SMS must be completed before an appointment can be considered. Knowledge: Extensive knowledge and understanding of the recreation industry and management. In depth knowledge of government legislation, policies, provincial and national plan 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 management and knowledge management skills. Program management and service delivery innovation. Problem, solving and analytical skills. Client orientation and customer focus, Strong strategic management and leadership abilities. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies Communication skills (Verbal & written). Negotiation skills. Report Writing. Presentation skills. Computer literacy.

DUTIES : Develop, management and implement recreation programs in the province, co-ordinate the recreation activities within municipal areas in partnership with municipalities and other stakeholders. Management of the recreation centers within the department, play oversight role on the functioning and effectiveness of the Northwest Provincial Recreation Council, Conduct research and develop recreation policies that will guide the Department on recreation matters, strategic management of the unit.

ENQUIRIES : Mr. G Marindi Tel No: (018) 388 2774

POST 35/91 : **DISTRICT DIRECTOR: DR. KENNETH KAUNDA DISTRICT REF NO: 2024/ACSR61/NW**

SALARY : R1 216 824 per annum (Level 13), (all-inclusive package)

CENTRE : Dr. Kenneth Kaunda District (Potchefstroom)

REQUIREMENTS : A three (3)-year National Diploma or bachelor's degree in social sciences or management. A postgraduate qualification in Administration / Management will serve as an added advantage. A minimum of five (05) years relevant experience at middle/Senior Management level. A valid driver's license. A pre-entry certificate for SMS must be completed before an appointment can be considered. Knowledge: Extensive knowledge and understanding of the industry and management. In depth knowledge of government legislation, policies, provincial and national plan 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 management and knowledge management skills. Program management and service delivery innovation. Problem, solving and analytical skills. Client orientation and customer focus, Strong strategic management and leadership abilities. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio Proven management competencies Communication skills (Verbal & written). Negotiation skills. Report Writing. Presentation skills Computer literacy.

DUTIES : Development and implementation of the district strategic and annual performance plans. Planning and management of the district budget in line with the PMFA and Treasury Regulations. Monitoring, reporting and evaluation of the implementation of Arts, Culture, Sport Recreation and Library programs within the district. Liaising and managing stakeholders' relations of Arts, Culture, Sport, Recreation and Library structures within the district. Ensure the management and roll out of all calendar events within the district. Participation in cluster activities and forums within the district. Strategic management of the district.

ENQUIRIES : Mr G Marindi Tel No: (018) 388 2774

OTHER POSTS

POST 35/92 : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO- ORDINATION MEC SUPPORT REF NO: 2024/ACSR51/NW**

SALARY : R849 702 per annum (Level 11), (all-inclusive package)

CENTRE : Head Office, Mmabatho

REQUIREMENTS : National Diploma or Bachelor degree (NQF6/7) in Public Administration/Public Management/Business Administration/Local Government or any other relevant qualification. A minimum of 3-5 years' relevant experience at Assistant Director/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 South Africa. Proven management competencies Knowledge of Cabinet Administration. Knowledge of Public Service Regulatory Framework Project Management. Communication skills (Verbal & written). Negotiation skills. Report Writing. Presentation skills. Computer literacy. Problem solving skills.

DUTIES : Provide operational leadership for administrative support services in office of Executive Authority (EA). Plan, co-ordinate, organise and facilitate provision of

		registry and all frontline and customer care services. Plan, co-ordinate and supervise driver/messenger and food aid services in the office of the Executive Authority. Render logistical support services for meetings and related activities. Assist office of the Executive Authority with role-playing on stakeholder service.
<u>ENQUIRIES</u>	:	Mr T Mpuisang Tel No: (018) 388 2739
<u>POST 35/93</u>	:	<u>SERVICE POINT MANAGER (X2 POSTS)</u>
<u>SALARY</u>	:	R552 081 per annum (Level 10)
<u>CENTRE</u>	:	Dr. Ruth Segomotsi Mompoti District: Naledi Service Point Ref No: 2024/ACSR45/NW) (X1 Post) Bojanala District: Moses Kotane Service Point Ref No: 2024/ACSR46/NW (X1 Post)
<u>REQUIREMENTS</u>	:	A three (3)-year National Diploma or Bachelor's degree in Social Sciences or Management. 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 license. Skills: Excellent supervisory human relations, report-writing, administrative and organizational 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>	:	Ensure planning, of service point performance and reporting thereof .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 co-ordination of library activities at the Service Point Forge partnership with relevant stakeholders . Manage and supervise the achievement of the service point performance. Compile reports on the service point performance. 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>	:	Dr. Ruth Segomotsi Mompoti District: Mr. G Valtyn Tel No: (053) 928 0161 Bojanala District: Mr. T Mpuisang Tel No: (018) 388 2739
<u>POST 35/94</u>	:	<u>ASSISTANT DIRECTOR: COMMUNICATION MANAGEMENT REF NO: 2024/ACSR47/NW</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	A 3 year National Diploma or Bachelor's degree in Public Relations/ Marketing/ Journalism/ Communication or equivalent relevant qualifications. Coupled with three (3) – five (5) years relevant experience of which 2 years must be at a Supervisory level. Knowledge of public relations, marketing and communications and government processes. The ability to work independently and under pressure with little or no supervision. Valid driver's license. Knowledge: Knowledge of report writing, events management and project management, marketing management and publication production. Knowledge of desktop publishing and other systems. Prepared to work long and irregular hours.
<u>DUTIES</u>	:	Implement internal communication strategy and policy. Develop the Events Management Strategy and ensure effective events management. Coordinate departmental events and projects. Ensure a favourable departmental corporate image and identity. Supervise staff. Control the budget. Develop and update the Department's calendar of events.
<u>ENQUIRIES</u>	:	MR V Kama Tel No: (018) 388 3704
<u>POST 35/95</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 2024/ACSR48/NW</u>
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	National Senior Certificate. Bachelor Degree in Social Work or Psychology. Registration with the council SACSSP or HPCSA. Three (3) years supervisory experience in the spheres of Employee Health and Wellness programme. A valid

driver's license. Knowledge: knowledge of Employee Health and wellness strategic framework in the public service. Relevant legislations including Labour Relations Act. Public Service Act and Regulations. Employment Equity Act. Occupational Health and Safety Act. Good Communication. Presentation Skills. Planning, Analytical thinking. Problem Solving. Computer Literacy in MS word packages. Conflict management skills. Supervisory skills. Communication skills (written and verbal). Ability to work independently and work under pressure. Willingness to travel and work extended hours. Innovative skills. Good planning and organizing skills.

DUTIES : Develop policies and programme to address employee health and wellness in the workplace. Develop policy and programmes for HIV/AIDS, STI and TB Management. Develop policy and programmes for Wellness Management. Develop policy and programmes for Health and Productivity Management. Monthly and quarterly reporting on implementation of Employee Health and wellness programmes. Provide psychosocial support-counselling services to employees. Ensure monitoring and evaluation of the programme.

ENQUIRIES : Mr E Themeli Tel No: (018) 388 2740

POST 35/96 : **ASSISTANT DIRECTOR: DISTRICT LIBRARY REF NO: 2024/ACSR57/NW**

SALARY : R444 036 per annum (Level 09)
CENTRE : Dr Kenneth Kaunda District (Klerksdorp)
REQUIREMENTS : Degree or Postgraduate Diploma in Library and Information Science/ Information Studies. Five years (05) knowledge and experience in provincial or library services of which three (3) years should be at supervisory level. A valid driver's license. Knowledge: Good knowledge of community library operations. Knowledge of library collection management and library management system. Good communication skills, Computer skills. Supervisory and good interpersonal relations skills.

DUTIES : Manage the district library. Provide professional guidance, support and monitor community libraries in the district. Manage the collection of books in the district. Maintain partnerships with Local Municipalities. Manage and monitor the transfer payments to Local Municipalities in the District. Manage the human and financial resources in the district and the community libraries. Serve in management committee of the directorate, and participate in activities of the District, Chief Directorate and the Department.

ENQUIRIES : Ms Tinyiko Sempe Tel No: (018) 388 3965/6

POST 35/97 : **ASSISTANT DIRECTOR: CRAFT INVESTMENT REF NO: 2024/ACSR67/NW**

SALARY : R444 036 per annum (Level 09)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Applicant must in possession of a 3-year National Diploma or Bachelor's degree with specialization in any of the visual arts crafts or equivalent relevant qualifications. Coupled with three (3) – five (5) years relevant experience of which 2 years must be at a Supervisory level. Knowledge and understanding of provincial concretes and other policy pronouncements. Working knowledge and application of Arts & Culture legislation. A valid driver's license. Knowledge: The ability to work independently and under pressure with little or no supervision Knowledge of report writing skills. Good problem-solving skills and strong interpersonal relations. Events Management capabilities.

DUTIES : Work towards building capacity of the craft sector and contribute towards social and economic development and poverty alleviation. Compile, maintain, and updated craft database that is rated according to the levels of growth for further development and promotion of excellence. Have an understating of issues pertaining to the craft industry such as stakeholders markets and product development. Work towards the identification, promotion and marketing of the North West craft brand. Identify potential craft markets nationally, within the SADC region and internationally for the promotion and marketing of the North West crafts. Organization of craft exhibitions from ward, Service Point, District and Provincial levels. Assist in the development of the craft section into a viable cooperatives and small, medium and macro enterprises. Compilations and submission of reports. Achievement of strategic goals and targets. Management of the unit.

ENQUIRIES : Ms N Zahela Tel No: (018) 388 4860

<u>POST 35/98</u>	:	<u>ASSISTANT DIRECTOR: FACILITY MANAGER (KLEIN MARICO RECREATIONAL CENTRE) REF NO: 2024/ACSR69/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum (Level 09) Head Office, Mmabatho Applicant must in possession of a 3-year National Diploma or Bachelor's degree in Public Management or equivalent relevant qualifications. Coupled with three (3) – five (5) years relevant experience of which 2 years must be at a Supervisory level. Knowledge and understanding of operations of an entity. Working knowledge and application of Recreation legislation. A valid driver's license. Knowledge: The ability to work independently and under pressure with little or no supervision Strong Financial Management Skills. Knowledge of report writing skills. Good problem-solving skills and strong interpersonal relations. Events Management capabilities.
<u>DUTIES</u>	:	Day to day planning, organizing and directing of all the centre's services. Marketing and promotion of the Centre. Management of fixed and biological asset. Manage and maintain the trading account of the Centre in line with the PFMA and Treasury regulations, Fostering of good relations with stakeholders of the Centre. Overall Management of the Centre including the management of human resources, maintenance of the centre in line with OHSWA standards and procedures.
<u>ENQUIRIES</u>	:	Mr K Motladiile Tel No: (018) 388 2784
<u>POST 35/99</u>	:	<u>ASSISTANT DIRECTOR: CRAFT INVESTMENT REF NO: 2024/ACSR67/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum (Level 09) Head Office, Mmabatho Applicant must in possession of a 3-year National Diploma or Bachelor's degree with specialization in any of the visual arts crafts or equivalent relevant qualifications. Coupled with three (3) – five (5) years relevant experience of which 2 years must be at a Supervisory level. Knowledge and understanding of provincial concretes and other policy pronouncements. Working knowledge and application of Arts & Culture legislation. A valid driver's license. Knowledge: The ability to work independently and under pressure with little or no supervision Knowledge of report writing skills. Good problem solving skills and strong interpersonal relations. Events Management capabilities.
<u>DUTIES</u>	:	Work towards building capacity of the craft sector and contribute towards social and economic development and poverty alleviation. Compile, maintain, and updated craft database that is rated according to the levels of growth for further development and promotion of excellence. Have an understating of issues pertaining to the craft industry such as stakeholders markets and product development. Work towards the identification, promotion and marketing of the North West craft brand. Identify potential craft markets nationally, within the SADC region and internationally for the promotion and marketing of the North West crafts. Organization of craft exhibitions from ward, Service Point, District and Provincial levels. Assist in the development of the craft section into a viable cooperatives and small, medium and macro enterprises. Compilations and submission of reports. Achievement of strategic goals and targets. Management of the unit.
<u>ENQUIRIES</u>	:	Ms N Zahela Tel No: (018) 388 4860
<u>POST 35/100</u>	:	<u>CHIEF WORKS INSPECTOR REF NO: 2024/ACSR61/NW (X5 CONTRACT POSTS)</u> NB: These below posts are fixed term contracts ending on 31 March 2025, which may reviewed annually based on performance and availability of funds
<u>SALARY CENTRE</u>	:	R376 413 per annum (Level 08) per annum, plus 37% in lieu of benefits Mmabatho, Head Office: Ref No: 2024/ ACSR52/NW Ngaka Modiri Molema District to Be Stationed at Head Office: REF NO: 2024/ACSR53/NW Bojanala District- District Office Ref No: 2024/ ACSR54/NW Dr Ruth Segomotsi Mompati District: District Office Ref No: 2024/ ACSR55/NW Dr Kenneth Kaunda District: District Office: Ref No: 2024/ ACSR56/NW
<u>REQUIREMENTS</u>	:	A National Diploma (T/N/S streams) in the built environment (Quantity Surveying, Architect, Construction Management, Electrical), B-Tech or relevant equivalent qualification. A minimum of 3-5 years relevant experience or N3 and a passed trade test in the built environment. Registration as an Engineering Technician or Professional will be an added advantage. Broad based buildings maintenance experience and ability to implement pro-active/preventative maintenance

requirements. A valid driver's license is compulsory. Knowledge: Knowledge of National Building Regulations and NHBR Compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. Good management and interpersonal skills. Computer literacy. Willingness to travel.

DUTIES : Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalized work. Analyse and compile relevant project documentation for new and existing structures. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities. Manage the activities of contractors on project sites. Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices. Check and recommend on variation orders and on requests for the extension of deadlines. Brief contractors and consultants on projects and verify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects.

ENQUIRIES : Ms L Mabe Tel No: (018) 388 2821, Mr T Moolwa Tel No: (018) 388 2166

POST 35/101 : **PRINCIPAL COMMUNICATIONS OFFICER: COMMUNICATION AND MARKETING REF NO: 2024/ACSR63/NW**

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Head Office, Mmabatho
: Applicants should be in possession Grade 12 and an appropriate three-year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Communication, Journalism, ICT or equivalent related qualification as recognised by SAQA. The candidate must have two (2) years relevant experience and skills in planning content, writing & maintaining social media content, using social media as part of a government communication plan. Experience in using web content management systems (CMS), videography, photography and/or graphic design will be an advantage. Knowledge: He/she must have project and campaign management skills, with knowledge of, and an interest in current affairs and the functioning of government. Knowledge of latest trends in social media practices. The candidate must have excellent English writing and sub-editing skills, as well as planning and organising skills. Excellent interpersonal, liaison and communication skills. Ability to work independently and accurately, under pressure and meet short deadlines. Computer literacy is prerequisite. Candidate must be in possession of a valid driver's license.

DUTIES : The successful candidate will be responsible for the continuous updating, maintenance, and improvement of social media accounts and websites of the Department. Write and distribute e-newsletter to mailing list subscribers. Use social media monitoring tool to listen, monitor and engage with target audiences proactively. Facilitate Departmental projects, and events in relation to communication matters. Provide support in the design, layout and ensure correct placement of logos, corporate identity. Ensure that the Departments corporate identity is maintained. Internal communication support and manage the usage of internal communication channels to distribute messages. Provide digital communication support for internal and external events and content production.

ENQUIRIES : Ms E Mogapi Tel No: (018) 388 4899

POST 35/102 : **PERSONAL ASSISTANT TO HEAD OF DEPARTMENT REF NO: 2024/ACSR60/NW**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Head Office, Mmabatho
: Three years relevant qualification in Office/ Information Management/ Public/ Business Administration. Two (2) years supervisory experience. Two (2) years functional experience in Office Administration/ Secretariat services. 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 Head of Department. Manage the Head of Department's diary, including the events calendar; arrange meetings and workshops. Monitor the provision of secretariat services in the Head of Department

Office. Maintain confidentiality of documents and ensure that all strategic complex correspondence are properly filed including the management of those records thereof. Coordinate all the Head of Department Projects. Supervise the officials in the office.

ENQUIRIES : Mr T Mpuisang Tel No: (018) 388 2739

POST 35/103 : **REGISTRY CLERK IN OFFICE OF THE MEC REF NO: 2024/ACSR49/NW**

SALARY : R216 417 per annum (Level 05)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Grade 12 and equivalent qualification at NQF level 4. Knowledge, Skills and Competencies: Knowledge of registry duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge and understanding of the legislative frameworks governing the Public Service, Knowledge of storage procedures in terms of the working environment. Ability to interpret and apply policies, computer literacy, verbal and written communication. Initiative and innovation, self- starter. Computer.

DUTIES : Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players, etc. File all documents in accordance with the relevant prescripts like the National Archives Act and the MISS prescripts. Render a general support function in the office of the executive authority. Control stocks and stationery as chief user clerk for the executive authority's office. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr. T Mpuisang Tel No: (018) 388 2739

POST 35/104 : **HUMAN RESOURCE CLERK (PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEMS) REF NO: 2024/ACSR59/NW**

SALARY : R216 417 per annum (Level 05)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : A Grade 12 certificate. A National Diploma in Human Resources Management will serve as added advantage. Relevant experience will serve as an advantage. Knowledge of Human Resource prescripts. Knowledge of practical establishment administration and functional knowledge of PERSAL. Computer literacy in the Microsoft Office package (especially Word, Excel). Good communication skills (verbal and written).

DUTIES : Receive all PMDS documents for the Department, Do quality assurance on the submitted documents. Capture PMDS documents on the Database and PERSAL. Co-ordinate moderating committee meetings. Implement rewards on the PERSAL System. Handle inquiries, queries and filling.

ENQUIRIES : Mr X March Tel No: (018) 388 2722

POST 35/105 : **DRIVER/MESSENGERIN THE OFFICE OF THE MEC REF NO: 2024/ACSR50/NW**

SALARY : R183 279 per annum (Level 04)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Grade 10 and equivalent qualifications at NQF level 2. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Public Service policies and procedures. Ability to plan, manage time and to drive a vehicle with care. Ability to uphold confidentiality and discipline requisite to the Executive Authority related work environment. Ability to respect Authority.

DUTIES : Collect and deliver documents. Transport employees in the office of the executive authority and guests and special advisors of the executive authority. Render a general support function in the office of the executive authority. Maintain knowledge on the policies and procedures that applies in the work environment.

ENQUIRIES : Mr T Mpuisang Tel No: (018) 388 2739

POST 35/106 : **FOOD SERVICES AID - OFFICE OF THE MEC REF NO: 2024/ACSR62/NW**

SALARY : R131 265 per annum (Level 02)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Abet level 2 Certificate or equivalent qualifications at NQF level 2. Knowledge, Skills and Competencies: Knowledge of repetitive tasks. Numeracy, literacy,

- operating equipment and language skills. Verbal and written communication. Punctuality, Time Management, Trustworthiness, respect of authority. Ability to work according to schedule in the relevant Executive Authority work environment.
- DUTIES** : Clean kitchen utensil and equipment. Provide catering support services. Keep stock of the kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack, and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food.
- ENQUIRIES** : Mr T Mpuisang Tel No: (018) 388 2739
- POST 35/107** : **FOOD SERVICES AID – KLEIN MARICO RECREATIONAL CENTRE REF NO: 2024/ACSR68/NW**
- SALARY** : R131 265 per annum (Level 02)
- CENTRE** : Klein Marico Recreational Centre
- REQUIREMENTS** : Abet level 2 Certificate or equivalent qualifications at NQF level 2. Experience in food preparation and catering environment Knowledge, Skills and Competencies: Knowledge of repetitive tasks. Numeracy, literacy, operating equipment and language skills. Verbal and written communication. Punctuality, Time management, Trustworthiness, respect of authority. Ability to work according to schedule in the work environment. Knowledge of the code of conduct. Knowledge of hospitality services and ability to use kitchen equipment.
- DUTIES** : Clean kitchen utensil and equipment. Provide catering support services. Keep stock of the kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Cleaning of dining hall, storages, rooms and kitchen. Prepare food, snack, and beverages). Setup and convey crockery, cutlery and equipment to dining areas. Serve food. Assist with general work when required to.
- ENQUIRIES** : Mr K Motladiile Tel No: (018) 388 2784

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION AND TOURISM

- APPLICATIONS** : Completed application forms and the Comprehensive CV quoting the relevant reference number, may, 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 or e-mailed to dedectapplications@nwpg.gov.za
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.
- CLOSING DATE** : 11 October 2024
- NOTE** : 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. General Notes: 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 up-dated, comprehensive CV, including the details of at least three contactable referees (should be people who recently worked with the applicant). All non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Applicants are submitting Z83 and CV only and all other documents are submitted by shortlisted candidates). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) (submitted only when shortlisted). 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).

OTHER POSTS

POST 35/108 : **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING AND SYSTEMS REF NO: 06/DEDECT/2024/NW**

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package), 60% or 70% of the inclusive salary package must go into the basic salary.

CENTRE REQUIREMENTS : Mahikeng
: A Bachelor's degree or 3-year National Diploma (NQF level 7) in Human Resource Management / Public Administration or equivalent HR-related educational qualification. Five (5) years' work experience in the Human Resource Planning environment of which three (3) years must be at 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 Adhoc, Monthly, Quarterly and Annual reports for management planning and decision making. Manage the development, approval, 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 35/109 : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO-ORDINATION MEC SUPPORT REF NO: 07/DEDECT/2024/NW**

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package), 60% or 70% of the inclusive salary package must go into the basic salary.

CENTRE REQUIREMENTS : Mahikeng
: A three (3) year tertiary qualification (Degree / National Diploma) NQF level 7 in Public Administration / Public Management /Business Administration or any other equivalent relevant qualification A minimum five (5) years relevant work experience of which three (3) years must be at Assistant Director 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 administrative processes in the Office of the Executive Authority Proven management competencies 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 Coordinate the provision of administrative support and receptionist services in the Office of the EA, Coordinate the provision of Registry support services in the Office of the EA: Coordinate provision of messenger and driver services in the Office of the EA: Providing logistical support for the meetings of the EA.

<u>ENQUIRIES</u>	:	Mr. M. R. S. Senqhi Tel No: (018) 388- 5920 / 5921
<u>POST 35/110</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: 09/DEDECT/2024/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R556 356 per annum, (OSD Package) Mahikeng A three (3) or four (4) year Bachelor's Degree (NQF level 7) in Law like BProc, BJuris, LLB with at least eight (8) years' legal administration experience Litigation, provision of legal advices and opinions as well as understanding of Government Regulations / Laws as an Advocate or Attorney will be an added advantage A valid driver's license. Competencies: Extensive knowledge of Contract Drafting (including MOUs and SLAs). 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.
<u>ENQUIRIES</u>	:	Adv. I. B. Mosiapo Tel No: (018) 388-5839
<u>POST 35/111</u>	:	<u>PERSONAL ASSISTANT TO THE HEAD OF DEPARTMENT (HOD) REF NO: 08/DEDECT/2024/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07) Mahikeng Grade 12 and National Diploma (NQF 6) in Office Management / Office Administration / Management Assistant 2-3 years of experience in rendering support secretarial services to the Head of Department Computer literacy Candidates must be prepared to travel and work long hours A valid driver's license. Competencies: Good knowledge of Project Management 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>	:	Render Administrative and Secretarial support services in the Head of Department's Office. Manage the Head of Department's diary and schedule appointments Co-ordinate and organise travel arrangements and accommodation bookings Prepare and organise meetings, including agenda and documents Handle correspondence and communicate on behalf of the Head of Department Prioritise and manage multiple tasks efficiently Handle the budget, invoices and make payments Take and write minutes, prepare presentations, and manage adhoc projects Read, monitor and respond to the Head of Department's e-mailed messages. Answer telephone calls and liaise with clients competently.
<u>ENQUIRIES</u>	:	Mr. M. R. S. Senqhi Tel No: (018) 388- 5920 / 5921
<u>POST 35/112</u>	:	<u>REGISTRY CLERK REF NO: 10/DEDECT/2024/NW</u>
<u>SALARY CENTRE</u>	:	R216 417 per annum (Level 05) Mmabatho

<u>REQUIREMENTS</u>	:	Grade 12 / Matriculation or equivalent qualification at NQF level 4. Knowledge, Skills and Competencies: Knowledge of registry duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge and understanding of the legislative frameworks governing the Public Service, Knowledge of storage procedures in terms of the working environment. Ability to interpret and apply policies, computer literacy, verbal and written communication. Initiative and innovation, self- starter.
<u>DUTIES</u>	:	Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players, etc. File all documents in accordance with the relevant prescripts like the National Archives Act and the MISS prescripts. Render a general support function in the office of the executive authority. Control stocks and stationery as chief user clerk for the executive authority's office. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Operate office machines in relation to the registry function. Process documents for archiving and / disposal.
<u>ENQUIRIES</u>	:	Mr. O. O. Ntsimane Tel No: (018) 388-5809
<u>POST 35/113</u>	:	<u>SECRETARIES TO DIRECTORS REF: 11/DEDECT/2024/NW (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum (Level 05) Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 / Matriculation certificate or equivalent qualification at NQF level 4. Experience in office administration / secretarial duties will be an added advantage Computer literacy. Competencies: Good planning and organisational skills good verbal and written communication skills Language skills Good interpersonal relations and people skills Experience in minute taking Experience in document management/filing Knowledge of procedures for receiving, responding to and managing requests/enquiries plus good telephone etiquette.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the director Provide administrative and clerical support service to director Provide support services to director regarding meetings by preparing reports and records of decisions/minutes, communicating to relevant role players and follow up on progress made Support the director with administration of the directorate budget Ensure safekeeping of all documents in the office of the director in line with relevant legislation and policies Manage appointments/engagements and other logistical arrangements related to the activities of the director Manage incoming and outgoing information of the office and ensure effective flow of information and documents to and from the office Handle procurement for activities in the directorate Obtain inputs, collate and compile progress and management reports Remain up to date with regard to prescripts/policies and procedures applicable to work terrain to ensure efficient and effective support to the director.
<u>ENQUIRIES</u>	:	Mr K. H. Digoamaje Tel No: (018) 388 5871 / 5872
<u>POST 35/114</u>	:	<u>DRIVER/MESSENGER REF NO: 12/DEDECT/2024/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 279 per annum (Level 04) Mmabatho
<u>REQUIREMENTS</u>	:	Grade 10 and equivalent qualifications at NQF level 2. A valid Driver's license. Knowledge, Skills and Competencies: Knowledge of Public Service policies and procedures. Ability to plan, manage time and to drive a vehicle with care. Ability to uphold confidentiality and discipline requisite for the Office of the EA.
<u>DUTIES</u>	:	Collect and deliver confidential documents in the Office of the Executive Authority. Transport employees in the office of the Executive Authority and guests and special advisors of the Executive Authority. Render a general support function in the office of the Executive Authority. Maintain knowledge on the policies and procedures that applies in the work environment. Conduct routine maintenance on the allocated vehicle and report defects timely. Complete all required and prescribed records and books with regard to the vehicle and goods handled.
<u>ENQUIRIES</u>	:	Mr. O. O. Ntsimane Tel No: (018) 388-5809
<u>POST 35/115</u>	:	<u>FOOD SERVICES AID REF NO: 13/DEDECT/2024/NW</u>
<u>SALARY CENTRE</u>	:	R131 265 per annum (Level 02) Mmabatho

- REQUIREMENTS** : Abet level 2 Certificate or equivalent qualifications at NQF level 2. Knowledge, Skills and Competencies: Knowledge of repetitive tasks. Numeracy, literacy, operating equipment and language skills. Verbal and written communication. Punctuality, Time Management, Trustworthiness, respect of authority. Ability to work according to schedule in the Office of Executive Authority.
- DUTIES** : Ensure cleanliness and tidiness of the areas allocated for cleaning Removal of garbage disposal Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate Clean kitchen utensils and equipment Maintain and keep control of stock levels of cleaning material / tea and meal utensils Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine / equipment Clean the boardroom, arranging chairs, water, glasses and any other utensils. (b) Provide safeguarding & maintenance services Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Clean kitchen utensil and equipment. Provide catering support services. Keep stock of the kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack, and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.
- ENQUIRIES** : Mr. O. O. Ntsimane Tel No: (018) 388-5809

OFFICE OF THE PREMIER

MANAGEMENT ECHELON

- POST 35/116** : **SUPERINTENDENT GENERAL/ HEAD OF DEPARTMENT (HOD): DEPARTMENT OF EDUCATION REF NO: NWP/OOP/2024/11**
(5-year Fixed-Term Contract)
Re-Advertisement Applicants who previous applied for this post are encouraged to re-apply.

- SALARY** : R2 259 984 per annum (Level 16), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules) plus non-pensionable Head of Department's allowance equal to 10% of the all-inclusive remuneration package.

- CENTRE REQUIREMENTS** : Mmabatho
A qualification at NQF Level 8 as recognised by SAQA. A minimum of ten (10) years' experience at senior managerial level. The office reserves the right to introduce other objective requirement/s should a need arise. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but the successful candidate shall not be appointed before successfully obtaining the certificate (SMS Pre-Entry/Programme) offered by the National School of Government. Information can be accessed via this link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> Core management competencies: Strategic capability and leadership skills Client orientation and customer focus Financial management People management and empowerment Communication Project and programme management Change management, Knowledge management and service delivery, Problem solving and analysis, Knowledge of MS Word, MS Excel and MS PowerPoint.

- DUTIES** : Provide effective, efficient management and administration in the Department. Provide strategic direction and leadership to the department. Ensure effective utilisation and training of staff. Maintain sound labour relations and discipline of staff. Ensure proper use, care and maintenance of state assets and resources. Render sound financial management in the department, including serving as an Accounting Officer of the department. Implement all laws and policies applicable to the department, any other function that may in law be entrusted, assigned, or delegated to an Accounting Officer and or Head of Department.

- ENQUIRIES** : B. S. Malwane Tel No: (018) 388 3710 and 083 628 5501

<u>APPLICATIONS</u>	:	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 Practices and Administration, Ground Floor, Ga-rona Building or can be emailed to recruitment1@nwpg.gov.za
<u>NOTE</u>	:	General Instructions: Note: In terms of the Departmental Equity Plan, females and persons with disabilities will receive preference. The Office is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the HoD echelons through the filling of these posts. Candidates whose transfer/promotion/ appointment will promote the aforementioned will receive preference. The office reserves the right not to make an appointment to this post. The Applicant must fully complete all fields on the New Amended Z83 Form (81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled on every page. The new Z83 Form obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: http://www.dpsa.gov.za/newsroom/psvc/ and must be accompanied by a recently updated and Comprehensive/Detailed Curriculum Vitae with competencies and experience, including three (3) names of contactable referees. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two-day competency assessment. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiry persons to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make any appointments to the advertised posts. (Applications must have reached the Office by 16h30 pm on the closing date, otherwise they will not be considered).
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/117</u>	:	<u>HEAD OF DEPARTMENT (HOD): SOCIAL DEVELOPMENT REF NO: NWP/OOP/2024/12</u> (5-year fixed term contract) Re-Advertisement The successful candidate must enter into a performance agreement and sign employee contract. Applicants who previously applied for this post are encouraged to re-apply.
<u>SALARY</u>	:	R 1 741 770 per annum (Level 15), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules) plus non-pensionable Head of Department's allowance equal to 10% of the all-inclusive remuneration package.
<u>CENTRE REQUIREMENTS</u>	:	Mmabatho A qualification at (NQF 8) as recognised by the SAQA. A minimum of ten (10) years' experience at Senior Managerial Level. The office reserves the right to introduce other objective requirement/s should a need arise. Applicants who do not possess (SMS) Pre-entry Certificate shall be considered for shortlisting and interviews, but the successful candidate shall not be appointed before successfully obtaining the certificate (SMS Pre-Entry/Programme) offered by the National School of Government Information can be accessed via this link: https://www.thensg.gov.za/training_course/sms-pre-entry-programme . Core management competencies: Strategic capability and leadership skills Client Orientation and Customer Focus. Financial Management People Management and Empowerment Communication Project and Programme Management. Change Management, Knowledge Management and Service Delivery, Client Orientation and Customer Focus, Problem-Solving and Analysis, Knowledge of MS Word, MS Excel and MS PowerPoint.

- DUTIES** : Provide effective, efficient management and administration in the Department. Provide strategic direction and leadership to the Department Ensure effective utilisation and training of staff Maintain sound labour relations and discipline of staff Ensure proper use, care and maintenance of state assets and resources Render sound financial management in the Department, including serving as an Accounting Officer of the Department. Implement all laws and policies applicable to the Department, any other function that may in law be entrusted, assigned, or delegated to an Accounting Officer and or Head of Department.
- ENQUIRIES** : Mr. B. S. Malwane Tel No: (012) (018) 388 3710 and 083 628 5501
- 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 Practices and Administration, Ground Floor, Ga-rona Building or can be emailed to recruitment2@nwpg.gov.za
- NOTE** : General Instructions: The Office is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the HoD echelons through the filling of this post. Candidates whose transfer/promotion/appointment will promote the aforementioned will receive preference. The Department reserves the right not to make any appointments to the advertised posts. The Applicant must fully complete all fields on the New Amended Z83 Form (81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled on every page. The new Z83 Form obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <http://www.dpsa.gov.za/newsroom/psvc/> and must be accompanied by a recently updated and Comprehensive/Detailed Curriculum Vitae with competencies and experience, including three (3) names of contactable referees. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two-day competency assessments. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiry persons to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful. (Applications must have reached the Office by 16h30 pm on the closing date, otherwise they will not be considered).
- CLOSING DATE** : 11 October 2024
- POST 35/118** : **HEAD OF DEPARTMENT (HOD): DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION AND TOURISM (DEDECT)**
REF NO: NWP/OOP/2024/13
(5-year fixed term contract)
Re-Advertisement Applicants who previously applied for this post are encouraged to re-apply.
- SALARY** : R1 741 770.per annum (Level 15), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules) plus non-pensionable Head of Department's allowance equal to 10% of the all-inclusive remuneration package.
- CENTRE** : Mmabatho
- REQUIREMENTS** : A qualification at (NQF 8) as recognised by the SAQA. A minimum of ten (10) years' experience at Senior Managerial Level. The office reserves the right to introduce other objective requirement/s should a need arise. Applicants who do not possess (SMS) Pre-entry Certificate shall be considered for shortlisting and interviews, but the successful candidate shall not be appointed before successfully obtaining the certificate (SMS Pre-Entry/Programme) offered by the National School of Government Information can be accessed via this link:

<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Core management competencies: Strategic capability and leadership skills Client Orientation and Customer Focus. Financial Management People Management and Empowerment Communication Project and Programme Management. Change Management, Knowledge Management and Service Delivery, Client Orientation and Customer Focus, Problem-Solving and Analysis, Knowledge of MS Word, MS Excel and MS PowerPoint.

DUTIES : Provide effective, efficient management and administration in the Department. Provide strategic direction and leadership to the Department Ensure effective utilisation and training of staff Maintain sound labour relations and discipline of staff Ensure proper use, care and maintenance of state assets and resources Render sound financial management in the Department, including serving as an Accounting Officer of the Department Implement all laws and policies applicable to the Department, any other function that may in law be entrusted, assigned, or delegated to an Accounting Officer and or Head of Department.

ENQUIRIES : B. Malwane Tel No: (012) (018) 388 3710 and 083 628 5501
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 Practices and Administration, Ground Floor, Ga-rona Building or can be emailed to recruitment3@nwpg.gov.za

NOTE : General Instructions: The Office is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the HoD echelons through the filling of this post. Candidates whose transfer/promotion/appointment will promote aforementioned will receive preference. The Department reserves the right not to make any appointments to the advertised posts. The Applicant must fully complete all fields on the New Amended Z83 Form (81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled on every page. The new Z83 Form obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <http://www.dpsa.gov.za/newsroom/psvc/> and must be accompanied by a recently updated and Comprehensive/Detailed Curriculum Vitae with competencies and experience, including three (3) names of contactable referees. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two-day competency assessment. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiry persons to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful. (Applications must have reached the Office by 16h30 pm on the closing date, otherwise they will not be considered).

CLOSING DATE : 11 October 2024

POST 35/119 : **CHIEF DIRECTOR: GOVERNMENT INFORMATION TECHNOLOGY OFFICER**
REF NO: NWP/OOP/2024/11

Job Purpose: To manage provincial government information technology services in the three spheres of government in the NWPG

SALARY : R1 436 022 per annum (Level 14), (all-inclusive package)
CENTRE : Mmabatho

REQUIREMENTS : Three-year tertiary qualification in Information Technology at NQF level 7 and/ or equivalent qualifications (NQF level and credits), technical information technology qualifications will serve as an added advantage. A minimum of 5(five) years at Senior Management level. Ten years extensive and vast experience in Information and Communication Technology. Knowledge, Skills and Competencies: Excellent knowledge of ICT systems and ICT infrastructure with a background in designing,

developing and implementing IT systems. Must be able to show a solid understanding of data analysis, budgeting and business operations. Must be able to demonstrate excellent organizational and leadership skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus; Communication.

DUTIES

: The management and development of Infrastructure solutions, server and network administration; Ensure the facilitation of the implementation of and adherence to the policies and strategies as contained in the different plans, policies, etc. Development of information and technology systems infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Rationalise unnecessary duplication and redundancy of information and technologies in the department. Ensure the promotion of common solutions for common requirements across the department. Ensure the Promotion of the utilisation of technology as a key enabler for the future in delivering information and Services and promote its use in the re-engineering / transformation of government service delivery. Oversee the provision of ICT customer relations services; Ensure the Change Management of the culture of the department to embrace an enterprise-wide information management and information technology approach. The visibility, strong and continuous support of senior managers responsible for ICT customer relations. Ensuring the development and training of the members in the department in relevant information technology matters. Oversee the provision and maintenance of information technology governance, planning and risk management; Oversee the implementation of corporate governance and management of enterprise architecture. Oversee the conducting of strategic and tactical(business) planning of the Information Technology unit.

**ENQUIRIES
APPLICATIONS**

: Mr. G.P Moholo Tel No: (018) 388 3752
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment1@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

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, and Females for these posts. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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>

- CLOSING DATE** : 11 October 2024
- POST 35/120** : **DIRECTOR: YOUTH ENTERPRISE SERVICES REF NO: NWP/OOP/2024/12**
Job Purpose: To manage and oversee the coordination and mainstreaming of youth development programmes in the province
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum (Level 13), (all-inclusive package)
: Mmabatho
: Three-year tertiary qualification in Public Management & Administration, Social Sciences and/or Development Studies at NQF level 7 and /or equivalent qualifications (NQF level and credits). Minimum of 5(five) years' of experience at a middle/senior management level. 6-7 years' applicable experience in the relevant field. Driver's Licence. Knowledge, Skills and Competencies: Relevant government legislation, policies and strategic frameworks; PFMA, LRA and PSA. Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.
- DUTIES** : Coordinate the development of and monitoring the implementation of Provincial Youth Action Plan in line with the Provincial & National Priorities. Promote the mainstreaming of youth development in government programmes. Establishment and maintenance of partnerships with relevant stakeholders. Monitor the sector specific youth catalytic programmes and projects. Management of the Directorate's resources.
- ENQUIRIES APPLICATIONS** : MS. C.N Modise Tel No: (018) 388 1596
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment2@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
- 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, and Females for these posts. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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>

CLOSING DATE

: 11 October 2024

POST 35/121

: **DIRECTOR: OLDER PERSONS AND PERSONS WITH DISABILITIES REF NO: NWP/OOP/2024/13**

Job Purpose: To manage and oversee the coordination and mainstreaming of Rights of Persons with Disabilities and of Older Persons in government programmes

SALARY CENTRE

: R1 216 824 per annum (Level 13), (all-inclusive package)
: Mmabatho

REQUIREMENTS

: Three-year tertiary qualification in Public Management & Administration, Social Sciences and/or Development Studies at NQF level 7 and /or equivalent qualifications (NQF level and credits). Minimum of 5(five) years' of experience at a middle/senior management level. 6 to 7 years applicable experience in the relevant field. Driver's Licence. Knowledge, Skills and Competencies: Relevant government legislation, policies, strategic frameworks including the relevant international and regional instruments, agreement and protocols; PFMA, LRA and PSA. Strategic capability and leadership, Programme and project management, financial management, change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.

DUTIES

: The coordination and development of the Provincial Action Plans for Persons with Disabilities and Older Persons in line with the Provincial & National Priorities. The mainstreaming of the rights of persons with disabilities and of older persons in government programmes. The Provincial Performance Monitoring and Evaluation of the Provincial Action Plans for Persons with Disabilities and Older Persons. Programs for the Rights of Persons with Disabilities and Older persons. Establishment and maintenance of partnerships with relevant stakeholders. Establishment and maintenance of partnerships with relevant stakeholders. Monitor the sector specific catalytic programmes and projects to older persons and persons with disabilities. Management of the Directorate's resources

ENQUIRIES

: Ms. C.N Modise Tel No: (018) 388 1596

APPLICATIONS

: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment3@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

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, and Females for these posts. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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>

CLOSING DATE

: 11 October 2024

POST 35/122

: **DIRECTOR: E-GOVERNANCE REF NO: NWP/OOP/2024/14**

Job Purpose: To provide and maintain IT Governance, Planning, Risk and Quality Management

SALARY CENTRE

: R1 216 824 per annum (Level 13), (all-inclusive package)
: 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. Minimum 5(five) years of experience at a middle/senior management level. 6-7 years' experience in Governance Risk and Compliance of ICT. 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

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

APPLICATIONS

: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment1@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use

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the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

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, and Females for these posts. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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>

CLOSING DATE

11 October 2024

POST 35/123

DIRECTOR: FORENSIC COORDINATION REF NO: NWP/OOP/2024/15

Purpose: To strategically manage and conduct forensic coordination in the Office of the Premier

SALARY

R1 216 824 per annum (Level 13), (all-inclusive package)

CENTRE

Mmabatho

REQUIREMENTS

Three- year Diploma/Degree in Commerce/Law/Auditing/Forensics and/ or equivalent qualification (NQF level and Credits). Minimum 5(five) years of experience at a middle/senior management level. 6-7 years' applicable experience in the relevant field. Knowledge, Skills and Competencies: Knowledge of national, provincial and departmental legislation, policies and procedures. Extensive knowledge of fact-finding techniques and investigative procedures applicable to forensic Auditors/Investigators. Knowledge of fraud risk assessment and forensic audit planning techniques. Knowledge of South African Legal System. Knowledge of Inter-governmental relations. Knowledge of HR and administrative systems and processes. Knowledge of financial management prescripts and processes. Strategic capability and leadership, Programme and project management, financial management, change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication

DUTIES

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

ENQUIRIES

Enquiries: Mr. I Tselangoe Tel No: (018) 388 4276

- APPLICATIONS** : Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment5@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
- 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, and Females for these posts. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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>
- CLOSING DATE** : 11 October 2024
- POST 35/124** : **DIRECTOR: PERFORMANCE MONITORING AND REPORTING REF NO: NWP/OOP/2024/16**
Purpose: To manage the Provincial Monitoring, reporting and Evaluation System
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum (Level 13), (all-inclusive package)
: Mmabatho
: Three-year bachelor's degree in public administration at NQF level 07 and/or equivalent qualification (NQF Level and credits). Minimum 5(five) years of experience at a middle/senior management level. 6-7 years' experience within the monitoring, reporting and evaluation environment. Driver's license. Knowledge, Skills and Competencies: Knowledge of Government Legislation, Local Government prescripts, PFMA, LRA, PSA and PSR. Strategic capability and leadership skills; People Management and Empowerment skills; Programme and project management Skills; Financial Management skills; Change Management and Knowledge Management skills. Computer skills.
- DUTIES** : Institutionalize performance monitoring in the province. Monitor performance reporting in the province. Monitor the implementation of infrastructure projects. Coordinate the implementation of Management Performance Assessment tool (MPAT) self-assessment and improvement. Develop and manage implementation of province wide monitoring and evaluation, frameworks, guidelines and policies, Develop M&E plan that translates PGDS/provincial priorities into measurable

indicators and activities. Facilitate/coordinate reporting against provincial priorities, development indicators and Departmental and SOE APP's, On-site verification and monitoring of interventions linked to priorities and manage and coordinate Cluster Programs

**ENQUIRIES
APPLICATIONS**

: Mr. B.P Maboe Tel No: (018) 388 4042
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment6@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

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, and Females for these posts. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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>

CLOSING DATE

: 11 October 2024

POST 35/125

: **DIRECTOR: ICT INFRASTRUCTURE REF NO: NWP/OOP/2023/17**
Purpose: To manage the development of infrastructure solutions, Server and Network

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824 per annum (Level 13), (all-inclusive package)
: Mmabatho
: Three-year tertiary qualification at NQF level 07 and/or equivalent qualification (NQF Level and credits) with relevant technical certifications. minimum 5(five) years of experience at a middle/senior management level. 5-10 years' experience in the relevant field. Knowledge, Skills and Competencies: Strategic capability and leadership; People Management and Empowerment; Programme and project management; Financial Management; Change Management; Knowledge Management. Information management practices; Understanding of development thinking and practice; Monitoring and Evaluation systems and practices; Statistical information Practices. Leadership and monitoring, advanced computer and analytical skills, report writing, communication and facilitation skills, Project

management skills. Experience in monitoring of data and information, systems and records, information analysis skills, information and computer modelling, statistical information presentation.

DUTIES : Management, administration and support of Provincial server environment. Management and support of Provincial Network Systems. The Administration of Information Technology Security. The management of maintenance of database and administration system. The administration of storage backup environment.

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

APPLICATIONS : Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment7@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

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, and Females for these posts. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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>

CLOSING DATE : 11 October 2024

OTHER POSTS

POST 35/126 : **SENIOR STATE LAW ADVISOR (LP09 SPECIALIST LEGISLATION AND LITIGATION) REF NO: NWP/OOP/2024/18**
Purpose: To administer and provide sound legal services in the Office of the Premier and Provincial Departments.

SALARY CENTRE : R1 132 806 per annum, (OSD all-Inclusive package)
: Mmabatho

REQUIREMENTS : LLB or equivalent qualifications at NQF level 7. 5 years or more post experience in legislative drafting and litigation. Experience in Public Service and relevant prescripts, legal research and communication skills. Supervisory position held in the last five years. A valid driver's licence. Knowledge, Skills and Competencies:

		Knowledge of Public Service Prescripts and legislative environment. Research and presentation skills, Communication skills both verbally and writing, ability to work independently and as part of a team. Computer literacy (MS Word, PowerPoint and Excel). Time management Skills, ability to work under pressure, travel when required and be eloquent, assertive and discipline.
<u>DUTIES</u>	:	Drafting, editing and certification of legislation. Provide litigation support and management to Provincial Departments. Provide general legal advice on matters affecting the office and other departments. Liaise with State Attorney. Provision of legal opinion and general legal advice. The performance of monitoring and evaluation of legislation and litigation pattern by Provincial Departments.
<u>ENQUIRIES</u>	:	Mr. GOB Ratshikana Tel No: (018) 888 3058
<u>APPLICATIONS</u>	:	Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment8@nwpg.gov.za . All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
<u>NOTE</u>	:	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, and Females for these posts. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/127</u>	:	<u>DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: NWP/OOP/2024/19</u> Purpose: To manage and facilitate the provision of Internal Control Services.
<u>SALARY</u>	:	R849 702 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three-year auditing tertiary qualification at NQF level 7 (NQF level and credits) as accredited by SAQA. 6-7 years' experience of which three (3) years thereof should be at Assistant Director level as Internal Control manager. Certified internal Auditor with registration / active membership with relevant professional bodies, i.e. IIA SA & Auditing experience with completed articles will serve as an added advantage.

Code 8 driver's license. Knowledge, Skills and Competencies: Knowledge of PFMA, Knowledge of Treasury Regulations, Knowledge of Internal Control Standards, Performance Information Framework, Knowledge of Public Service Regulations, Knowledge of supply chain management framework policy and any latest developments in this area. Strong business acumen, Management skills, Computer skills, Writing skills, basic accounting and Auditing skills.

DUTIES : Develop internal control charter and internal control standards. Coordinate the development of internal control processes in all key areas, standard operating procedures and policies to ensure compliance in the Office. Coordinate the development of post audit action plans for Internal and External audit assignments. Develop and manage a loss control system.

ENQUIRIES : Ms. T.M. Mooketsi Tel No: (018) 888 4277

APPLICATIONS : Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment9@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

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, and Females for these posts. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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>

CLOSING DATE : 11 October 2024

POST 35/128 : **DEPUTY DIRECTOR: FORENSIC COORDINATION REF NO: NWP/OOP/2024/20**
Purpose: To provide and conduct forensic coordination in the Office of the Premier

SALARY : R849 702 per annum (Level 11), (all-inclusive package)

CENTRE : Mmabatho

REQUIREMENTS : Three- year Diploma/Degree in Commerce/Law/Auditing/Forensics and/ or equivalent qualification at NQF level 7 (NQF level and Credits). 6-7 years' experience of which three (3) years must be at Assistant Director Level. A Valid

driver's license. Knowledge, Skills and Competencies: Knowledge of national, provincial and departmental legislation, policies and procedures. Knowledge of fact-finding techniques and investigative procedures applicable to forensic auditors/Investigators. Knowledge of fraud risk assessment and forensic audit planning techniques. Knowledge of South African Legal System. Knowledge of Inter-governmental relations. Knowledge of HR and administrative systems and processes. Knowledge of financial management prescripts and processes. Research and legal writing skills, Good Forensic and interviewing skills, Excellent communication skills (verbal and written), Good Interpersonal relations skills, Good analytical and Problem-solving skills, Presentation skills, Planning organizing and people management skills, Conflict resolution skills, Good Reporting skills, Policy formulation skills and Computer literacy skills.

DUTIES

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

**ENQUIRIES
APPLICATIONS**

: Mr. I Tselangoe Tel No: (018) 388 4276
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment10@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

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, and Females for these posts. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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>

<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/129</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: NWP/OOP/2024/21</u>
		Job Purpose: To develop Human Resource Strategies and ensure alignment of the organizational structure to the Departmental Strategic Plan.
<u>SALARY</u>	:	R849 702 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Appropriate three- year tertiary qualification at NQF level 7 and / or equivalent qualification (NQF level and credits).6-7 years' experience applicable to the relevant discipline of which 3 years should be at Assistant Director Level. Knowledge, Skills and Competencies: Knowledge of Organisational development; Form design and control; Job evaluation system; Procedure and methods study; Compilation of management report; HR planning; Prescripts; Public Service Act and Public Service Regulations. Good Communication skills; Report writing skills; Planning and Organising; Facilitation skills; Coordination Skills; Conflict resolution; Problem solving skills; Project Management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking and Research skills.
<u>DUTIES</u>	:	The management of Organisational design services; Manage the process management and Improvement; Coordinate and facilitate the job evaluation function; Coordinate and Facilitate the assessment of functionality and capacity of the department to deliver on the mandate; Coordinate and analyse office accommodation need; The management and facilitation of the implementation of Service Delivery Programmes; Develop the operational plan in line with the strategic objectives of the sub-directorate; Management of Human Resources. Generic Objectives: Strategic Leadership; Policies and Strategies.
<u>ENQUIRIES</u>	:	Ms. M.M.Tembe Tel No: (018) 388 3085
<u>APPLICATIONS</u>	:	Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment11@nwpg.gov.za . All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
<u>NOTE</u>	:	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, and Females for these posts. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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>

- CLOSING DATE** : 11 October 2024
- POST 35/130** : **DEPUTY DIRECTOR: MEDIA LIAISON AND FEATURE WRITING REF NO: NWP/OOP/2024/22**
Job Purpose: To provide media liaison management support services in the Office of the Premier
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive package)
: Mmabatho
: Three-year tertiary qualification in communication at NQF level 7 and / or equivalent qualification (NQF level and credits). 6-7 years' experience applicable to the relevant discipline of which 3 years should be at Assistant Director Level. Knowledge, Skills and Competencies: Knowledge of media liaison; Understanding of Government policies, procedures and programmes. Public Service Regulations and Acts; Communicators' code of good conduct; Communication Policies and Strategies; Public Finance Management Act. Media plans formulations; Management people, project, and information; Problem solving; Writing and Editing skills; Presentation and Computer literacy.
- DUTIES** : Develop Media Plans for Office of the Premier activities and coordinate their implementation. Develop content for media advisories, media releases and media statements. Coordinate the hosting of Office of the Premier media briefings. Develop content for electronic and print media advertisements. Write feature articles for the media and government publications. Maintain an updated media database. Develop content for Office of the Premier social media accounts. Monitor implementation of the Provincial social media Policy by all provincial departments and municipalities. Produce and submit monthly and quarterly performance reports. Manage staff performance and assets allocated.
- ENQUIRIES APPLICATIONS** : Ms. B Mohlakoana Tel No: (018) 388 3705
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment12@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
- 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, and Females for these posts. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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>

- CLOSING DATE** : 11 October 2024
- POST 35/131** : **DEPUTY DIRECTOR: ICT PLANNING AND ENTERPRISE ARCHITECTURE**
REF NO: NWP/OOP/2024/23
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive package)
: Mmabatho
: A bachelor's degree in information technology at NQF level 7 and/ or equivalent (NQF level and credits). 6-7 years' experience in information technology planning of which three (3) years must be at management level. Knowledge, Skills and Competencies: Enterprise Architecture frameworks, especially Togaf 9.1, COBIT 5, DPSA Prescripts, and ICT International best practices. Advanced Computer literacy in Excel, Word, Power point, Report writing skills, Problem solving skills and Interpersonal relationship skills.
- DUTIES** : Development, coordinate implementation and monitoring of strategic and tactical IT plan in the Northwest Provincial Administration. The development of strategic and tactical IT plans for GITO. The development and management of an Enterprise Architecture capability for the Northwest Provincial Administration. To ensure that all the components of the organization, including business strategies, business processes, data architectures, and system architectures, are integrated, secure, and efficient. Coordinate and Consolidate reports. Management of staff.
- ENQUIRIES APPLICATIONS** : Ms. B.V Bantsijang Tel No: (018) 388 5612
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment13@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
- 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, and Females for these posts. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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>

CLOSING DATE

: 11 October 2024

POST 35/132

: **DEPUTY DIRECTOR: INVESTIGATION REF NO: NWP/OOP/2024/24 (X2 POSTS)**

Job Purpose: To provide and coordinate comprehensive investigation management services in the NWPG.

SALARY

: R849 702 per annum (Level 11), (all-inclusive package)

CENTRE

: Mmabatho

REQUIREMENTS

: Bachelor's degrees in LLB, Bcom, Forensic accounting, Criminal justice, or appropriate tertiary qualification at NQF level 7 and/ or equivalent qualifications (NQF level and credits). 6-7 years relevant experience of which 3 should be at Assistant Director level. Professional certification such as Certified Fraud Examiner (CFE) or equivalent will be an additional advantage. Knowledge, Skills and Competencies: Must have an extensive knowledge of Public Service prescripts., PFMA and Treasury Regulations and Knowledge of relevant legislation and regulatory frameworks, Strong analytical and problem-solving skills. Excellent written and verbal communication skills. Ability to work independently and as part of a team. High level of integrity and ethical standards. Proficiency in using investigation tools and software. Attention to detail and accuracy. Ability to handle sensitive and confidential information. Strong organizational and time management skills. Ability to work under pressure and meet deadlines. Good interpersonal, communication and presentation skills, be willing to travel extensively. Have a valid driver's license.

DUTIES

: To conduct investigations on allegations of fraud, corruption, financial mal administration. Collect, preserve, and analyze evidence in accordance with legal and procedural requirements. Prepare detailed investigation reports and present findings to relevant authorities. Collaborate with other law enforcement agencies and other stakeholders to ensure effective resolution of cases. Provide expert testimony in disciplinary hearings and court proceedings as required. Develop and implement fraud prevention strategies and training programs. Maintain accurate records and ensure the integrity of the investigation process. Develop and maintain database management system.

ENQUIRIES

: Ms. S. Mphehlo Tel No: (018) 388 4039

APPLICATIONS

: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment14@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

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, and Females for these posts. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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>

- CLOSING DATE** : 11 October 2024
- POST 35/133** : **ASSISTANT DIRECTOR: INVESTIGATION REF NO: NWP/OOP/2024/25 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Mmabatho
: Bachelor's degrees: LLB, B com, Forensic accounting, Criminal justice or appropriate tertiary qualification at NQF level 7 and/ or equivalent qualifications (NQF level and credits). 3 - 5 years' experience applicable to the relevant discipline of which 2 years should be at supervisory level. Professional certification such as Certified Fraud Examiner (CFE) or equivalent will be additional advantage. Knowledge, Skills and Competencies Must have knowledge of Public Service prescripts, PFMA and Treasury Regulations and knowledge of relevant legislation and regulatory frameworks. Ability to conduct awareness training. Report writing skills. Communication skills both verbally and writing, ability to work independently and as part of a team. High level of integrity and ethical standards. Computer literacy. Time management Skills. Ability to work under pressure, be willing to travel extensively. Have a valid driver's license.
- DUTIES** : To conduct investigations on allegations of fraud, corruption, financial maladministration. Liaise with other law enforcement agencies. Compile comprehensive reports with recommendations. Monitor the implementation of the recommendations by the respective clients. Compile performance reports. Maintain accurate records and ensure integrity of the investigation process.
- ENQUIRIES APPLICATIONS** : Ms. S. Mphelo Tel No: (018) 388 4039
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment15@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
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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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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>

CLOSING DATE

: 11 October 2024

POST 35/134

: **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: NWP/OOP/2024/26 (X2 POSTS)**

Job Purpose: To provide Internal Control and Compliance services in the Office of The Premier.

SALARY CENTRE

: R444 036 per annum (Level 09)
: Mmabatho

REQUIREMENTS

: Three-year auditing tertiary qualification at NQF level 6 (NQF level and credits). 3-5 years' applicable experience in internal control of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Knowledge of PFMA, Knowledge of Treasury Regulations, Knowledge of Internal Control Standards, Performance Information Framework, 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, basic accounting skills and Auditing skills.

DUTIES

: Monitoring the implementation of internal control standards and processes, standard operating procedures, policies, prescribed frameworks and administrative controls to ensure compliance. Manage processes to detect, prevent and report fraud allegations and losses, fruitless, wasteful, and irregular expenditure. Monitor implementation of post audit action plan for Internal and External audits assignments. Develop systems to safeguard financial and non-financial records as prescribed.

ENQUIRIES

: Ms. T.M. Mooketsi Tel No: (018) 388 4277

APPLICATIONS

: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho E-Mail: ooprecruitment16@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

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, and Females for these posts. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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>

CLOSING DATE

: 11 October 2024

POST 35/135

: **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: NWP/OOP/2024/27**

Job Purpose: To facilitate financial planning, monitoring and reporting process

SALARY CENTRE

: R444 036 per annum (Level 09)
: Mmabatho

REQUIREMENTS

: Three-year diploma/degree in Financial Management / Public Finance / Economics at NQF level 7 or equivalent qualification in the relevant field (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: Understanding and application of the following prescripts: Public Finance Management Act, Treasury Regulation, Knowledge of Public Services Act and Regulations, GRAP, Annual Financial Statement Guidelines (MCS & AMD), National Treasury Practice Notes, Provincial MTEF guidelines, Budget Circulars, Computer literacy skills in Excel, Word and PowerPoint and Reporting skills. Numeric Skills, ability of paying attention to detail, Ability to perform routine tasks, Financial and management accounting. Report Writing, Planning & Organizing, Good People Skills, Problem Solving, Communication (written and verbal).

DUTIES

: Facilitate financial management policies, processes and procedure. Conduct medium- and long-term financial planning in line with the MTEF processes. Compilation of budget estimates, monthly forecasting, project planning and produce adjusted cash flow. Monitor and report on expenditure trends. Facilitate the provision revenue services. maintain departmental budget process; Analyze and consolidate inputs received from the respective programme's MTEF budget, adjustment estimates and rollover of funds. Identify departmental priorities and projects in terms of the annual performance plan and conduct analysis thereof. Capture MTEF budget on budget database and in BAS. Capture adjustment estimates. Conduct project plan appraisals. Prepare report required for monitoring of the departmental budget; Analyze and consolidate departmental annual cash flow projections. Analyze and consolidate departmental IYM report including variance explanations. Manage budget and expenditure misallocations. Ensure that approved shifts and virements are captured accurately in BAS, IYM and expenditure reports. Prepare budget oversight and related reports. Prepare appropriation statements as input to the financial statements. Monitor and report on project progress. provide budgetary support service to the department; Provide departmental budgetary support, analysis, advice and guidance. Analyze and respond to budget related enquiries. Facilitate budget bilaterals and training on budget related issues. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all the

sub-ordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management and safekeeping of assets in the official's area of responsibility.

**ENQUIRIES
APPLICATIONS**

: Mr. N Rapoo Tel No: (018) 388 2516
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho E-Mail: ooprecruitment17@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

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, and Females for these posts. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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>

CLOSING DATE

: 11 October 2024

POST 35/136

: **INFORMATION SECURITY OFFICER: ICT SECURITY PURPOSE: TO IMPLEMENT AND ADMINISTER REF NO: NWP/OOP/2024/28**
ICT Security within the Northwest Provincial Government network

**SALARY
CENTRE
REQUIREMENTS**

: R376 413 per annum (Level 08)
: Mmabatho
: Three-year tertiary qualification at NQF level 6 in Information systems, Technology and computer Science or equivalent qualification (NQF and credits). 2- 4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level. Knowledge, Skills and Competencies: Knowledge of Security Standards and ICT environment Mainframe security. Advanced computer literacy skills; Reporting Skills; Coordination; Problem Solving; Project Management; ability to interpret and apply policy; Analytical and innovative thinking; Research.

DUTIES

: The Administration and Monitoring of ICT Security Policy. The monitoring of Information Security. The controlling of physical security in the Information Technology environment. The Administration and Monitoring of the security programme.

**ENQUIRIES
APPLICATIONS**

: Ms. B.V Bantsijang Tel No: (018) 388 5612
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho E-Mail: ooprecruitment18@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

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CLOSING DATE

: 11 October 2024

POST 35/137

: **SENIOR MAINFRAME OPERATOR REF NO: NWP/OOP/2024/29**
Job Purpose: To provide and monitor storage backup environment in the NWPG

**SALARY
CENTRE
REQUIREMENTS**

: R376 413 per annum (Level 08)
: Mmabatho
: Three-year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level. Knowledge, Skills and Competencies: Knowledge of information and communication technology, Infrastructure technologies, Configurations Software requirements, Network operating systems, Memory management and integration, Knowledge of methods, tools, equipment and material used in server equipment testing, repair and maintenance. Good Communication skills, good telephone etiquette, Report writing skills, Computer skills. Problem solving skills, Project management, Leadership and presentation.

DUTIES

: To render mainframe operations and storage environment. Provide salary reports and documents distribution. Rendering of system availability. Implementation of procedures to improve mainframe performance. The provision of backup and restores.

ENQUIRIES

: Mr. D.S Mtotoba Tel No: (018) 388 4149

- APPLICATIONS** : Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho E-Mail: ooprecruitment19@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
- 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, and Females for these posts. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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>
- CLOSING DATE** : 11 October 2024
- POST 35/138** : **PERSONAL ASSISTANT: EXECUTIVE SUPPORT AND STAKEHOLDER MANAGEMENT REF NO: NWP/OOP/2024/30**
(Re-advert)
Job Purpose: To render a secretariat support service to Chief Director Executive Support and Stakeholder Management Services
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Mmabatho
: 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 financial 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. Keep abreast with regard to the prescripts/ policies & procedures applicable to the work terrain.
- ENQUIRIES** : Mr. I Tselangoe Tel No: (018) 388 4276

- APPLICATIONS** : Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment20@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
- 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, and Females for these posts. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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>
- CLOSING DATE** : 11 October 2024
- POST 35/139** : **PERSONAL ASSISTANT: CHIEF DIRECTOR: GITO REF NO: NWP/OOP/2024/31**
Job Purpose: To render a secretariat support service to Chief Director: Government Information Technology Officer.
- SALARY** : R308 154 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 financial 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. Keep abreast with regard to the prescripts/ policies & procedures applicable to the work terrain.
- ENQUIRIES** : Ms. B.V Bantsijang Tel No: (018) 388 5612
- APPLICATIONS** : Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-

Mail: ooprecruitment21@nwpg.gov.za . All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

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, and Females for these posts. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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>

CLOSING DATE

: 11 October 2024

POST 35/140

: **SECRETARY: MANAGEMENT ACCOUNTING REF NO: NWP/OOP/2024/32**

Job Purpose: To provide secretarial services to the Director Management Accounting

SALARY

: R216 417 per annum (Level 05)

CENTRE

: Mmabatho

REQUIREMENTS

: 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 of goods and services, typing, bookkeeping and filing skills and Time management.

DUTIES

: Provides Secretarial support services to the Director; Incoming mail received, recorded manually and filed within 1 day, Outgoing mail recorded, filed and dispatched within 1 day and Manage the diary of the Director by updating Director's diary every day and send email as reminder to Director. Provide clerical support services to the Director; Manage meeting logistics by sending out meeting schedules, quarterly locate and book venues within 2 weeks, send out invitations before the meeting and take minutes of meetings and distribute minutes within 1 week of meeting for input. Provide support to the Director regarding meetings, Arrange accommodation for the Director, Complete S&T claims for the Director,

		manage the reception area and procurement of goods and services in the Directorate
<u>ENQUIRIES</u>	:	Mr. N Rapoo Tel No: (018) 888 2516
<u>APPLICATIONS</u>	:	Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment22@nwpg.gov.za . All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
<u>NOTE</u>	:	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, and Females for these posts. 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 will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed 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. 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. SMS posts in the Public Service no appointment shall be affected 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
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 35/141</u>	:	<u>SECRETARY: PROVINCIAL COUNCIL ON AIDS REF NO: NWP/OOP/2024/33</u> Job Purpose: To render secretarial support service to the Director.
<u>SALARY</u>	:	R216 417 per annum (Level 05)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	1-2 years National Higher Certificate in a relevant discipline at NQF level 5 and/ or equivalent qualifications (NQF level and credits). 0-2 years' experience applicable to the relevant discipline Knowledge, Skills, Competencies Knowledge: Knowledge of Secretarial services, typing, reporting writing and office management and Knowledge of prescripts public service regulations and PFMA, supply chain management. Planning and organisation, Communication skills, Ability to operate computer, Ability to type and Interpersonal relations.
<u>DUTIES</u>	:	Provide a secretarial / receptionist support service to the manager; receive telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Record appointments and events in the diary of the director. Type documents for the director and other staff within the unit on a word processor and Operate office equipment like fax machines and photocopiers. Provide clerical support services to the director; Attend to corporate administration functions and

loading of reports. Liaise with travel agencies to make travel arrangements and make follow-ups. Arrange meetings and events for the director and staff in the unit. Scrutinize routine submission / report and take notes or recommendations to the director. Attend to corporate administrative functions and loading of report. Process travel and subsistence claims for the director. Processes all invoices that emanates from the activities of the work of the director. Records minutes of the meeting of the director. Drafts routines correspondence and reports. Receives records and distribute all incoming and outgoing documents. Handles the procurement standard items like stationary, refreshments and other activities and collect all relevant documents to enable the director to prepare for meetings. Provide support to manager regarding meetings; Scrutinizes documents to determine actions / documents / other documents required for meetings. Collect and compile all necessary documents for the manager to inform him / her on the content. Records minutes / decisions and communicate to relevant role players, follow up on progress made. Prepare briefing notes for the manager as required and coordinate logistics arrangements for meetings when required. Knowledge of the procedures and processes that apply in the office of the Director.

**ENQUIRIES
APPLICATIONS**

: Ms. C.N Modise Tel No: (018) 388 5078
: Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho or E-Mail: ooprecruitment23@nwpg.gov.za. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

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CLOSING DATE

: 11 October 2024

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : The Acting Director Human Capital Management, Department of Social Development, Private Bag X6, Mmabatho, 2735, Ground Floor Provident House Building, or hand delivered to Provident House Building, 1st Floor, University Drive Mmabatho or emailed to LSegole@nwpg.gov.za
- FOR ATTENTION** : Mr L Segole
- CLOSING DATE** : 18 October at 15:00
- NOTE** : Applications must be accompanied by Improved Z83 Employment Form (81/971431) obtainable from any Public Service Department and accessible on the DPSA website, www.dpsa.gov.za. The improved Z83 Form must be fully complemented in all areas signed and dated. Should the applicant use the incorrect application form for employment (Z83), the application /s will not be considered for selection purposes (disqualified). 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. 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., Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The shortlisted candidates will be subjected to the Personnel suitability check. Incomplete applications will not be considered. Acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. The Department reserves the right not to make appointments, if you do not hear from the Department three months from the date of the advertisement consider your application unsuccessful. Previous employment records will be verified. All appointments are subjected to a positive qualification's verification as well as security clearance and vetting. They must also disclose or inform whether he / she is performing any additional remunerative work outside his / her normal duties.

OTHER POSTS

- POST 35/142** : **SERVICE POINT MANAGER: RATLOU REF NO: SD/ 1/22/24/I**
Chief Directorate: Districts And Institutional Support Management
Directorate: Ngaka Modiri Molema District
- SALARY** : R1 003 890 per annum, (an all-inclusive remuneration package)
- CENTRE** : Ratlou Service Point
- REQUIREMENTS** : A Grade 12 Certificate. An appropriate recognized bachelor's degree in social work. A minimum of 10 years recognizable experience in Social Work. Registration with the SACCP council and proof of payment of annual fees for current cycle. Computer literacy. Valid driver's license.
- DUTIES** : Provide Social Work and Community Development Services are delivered within the Service Points through the promotion of social change, problem solving in human relations and with the care, support, protection and development of vulnerable individual, groups, families and communities through relevant programmes in partnership with stakeholders. Facilitate the development and planning of programmes and interventions to render social work and community development service through the efficient, economical and effective utilization of financial resources. Plan and ensure that social work and community development research, situational analysis and profiling are undertaken to determine interventions in the defined areas. Ensure control of quality of work delivered. Monitor and evaluate services and quality control the work delivered by all staff in the service point. Manage provision of corporate and financial management services in the service point strategic plan, annual performance plan, operational

- plan and services delivery improvement plan within public service framework. Ensure Performance management, people empowerment and resource management. Ensure effective stakeholder relations management in partnership and collaboration with other departments & non-government institutions.
- ENQUIRES** : Ms P Kgaboesele Tel No: (018) 388 5719
- POST 35/143** : **INSTITUTION MANAGER: ITSOTENG HANDICRAFT CENTRE REF NO: SD/1/23/24/I**
Chief Directorate: Districts And Institutional Support Management
Directorate: Ngaka Modiri Molema District
- SALARY CENTRE REQUIREMENTS** : R1 003 890 per annum, (an all-inclusive remuneration package)
Ditsobotla Handicraft Centre
A bachelor's degree in social work. A minimum of 10 years' appropriate experience in social work after registration as a social worker with the SACSSP, of which at least 5 years should have been at junior management level, i.e. Social work supervisor and facility management. A valid driver's license. Experience in Child and Youth care (secure care environment) will be an added advantage. Competencies: Computer literacy. An understanding of social welfare policies and people centred development. Programme and project management skills. Analytical and research skills. Innovative and creative. Communication and negotiation skills. Planning, facilitation and presentation skills. Service delivery improvement planning skills. Executive report-writing skills. Through knowledge of the drug master plan and related policies. A valid driver's license. Provide leadership and management at the institution. Possess in-depth knowledge & experience in facility management.
- DUTIES** : Provide social work services with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities. Facilitate the development and planning of substance abuse programmes and interventions. Control the quality of the work delivered. Plan and ensure that social work research related to substance abuse is undertaken. Monitor and evaluate services. Authorize admission of clients in the institution in line with the admission policy & criteria as prescribed by the relevant policies. Manage and facilitate the implementation of wide range of social service. Ensure implementation of policies, processes and protocols to comply with legislation, as well as norms and standards facilitate for the service delivery planning, management and improvement. Identify risk areas, evaluate and provide corrective measures. Manage provision of corporate and financial management services in the institution. Facilitate and ensure development, implementation, and monitoring of the institution annual performance plan, operational plan, and service delivery improvement plan. Performance management. Ensure effective stakeholder relations management.
- ENQUIRES** : Ms P Kgaboesele Tel No: (018) 388 5719
- POST 35/144** : **DEPUTY DIRECTOR RESEARCH REF NO: SD/ 1/24/24/I**
Chief Directorate: Corporate Services
Directorate: Planning Policy Research Monitoring and Evaluation
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum, (an all-inclusive remuneration package)
Provincial Office
Grade 12. A bachelor's degree in Economic and Management Sciences or Population and Development Studies. Research project will add as an advantage. Five to seven years' experience of (3 years') management experience in the Public Sector. A valid driver's license. Knowledge of the Statistical Package for Social Services (SPSS) and Statistical Analysis System. (SAS). Competencies: Strategic leadership. People management. Financial management Project management. Policy interpretation and application. Planning and Performance monitoring. Report writing, knowledge of government prescripts research methods and population development. Computer literacy.
- DUTIES** : Manage the sub directorate. Coordinate and monitor social development research projects. Develop multi-year Departmental Evaluation Plan. Develop a Research Agenda for Department. Conduct Departmental Evaluation studies. Compile programme evaluation reports. Manage the sub directorate's finances and human resources. Manage the implementation of operation plans delivery improvement plan. Performance management. Ensure effective stakeholder relations management.
- ENQUIRES** : Dr LM Gasealahwe Tel No: (018) 388 2556/2832

<u>POST 35/145</u>	:	<u>ASSISTANT MANAGER COMMUNITY DEVELOPMENT GRADE 1 REF NO: SD/1/8/24/I (X2 POSTS)</u>
		Chief Directorate: District Coordination and Institutional Support Management Directorate: Ngaka Modiri Molema District
<u>SALARY</u>	:	R570 9570 per annum, (OSD)
<u>CENTRE</u>	:	Ramotshere Moiloa An Ratlou Service Points
<u>REQUIREMENTS</u>	:	An Appropriate Bachelor's Degree in Community Development/ Developmental Studies or related field. A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification. Computer literacy. A valid driver's license. Competencies: Knowledge of human behaviour and social systems. Understanding community dynamics. Networking and establishing partnerships. Understanding community development programmes. Community Development research. Understanding community development legislation. Planning and organizing; Networking skills; Communication (written and verbal); Project Management; Team leadership. People management. Conflict management. Project management. Financial Management. Keeping abreast with new developments in the community development fields to enhance service delivery. Knowledge of policies and legislative mandates related to Community Development.
<u>DUTIES</u>	:	Coordinate the identification, facilitation, and implementation of integrated development interventions/ programs in partnership with other relevant stakeholders through effective and economic utilization of resources. Conduct research relating to community development work. Interpret, implement and give guidance on policies, legislation related to community development. Manage relations with all relevant role players, internal and external. Monitoring and evaluation of programmes. Manage resources (human, financial, assets). Ensure the provision of sound partnership mobilization systems.
<u>ENQUIRES</u>	:	Ms P Kgaboesele Tel No: (018) 388 5719
<u>POST 35/146</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: SD/1/2/24/I</u>
		Chief Directorate: Corporate Services Directorate: Human Capital Management
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12 coupled with Bachelor's degree/ National Diploma in Management Services/ Operations Management/ Production Management/ Industrial Psychology/ Human Resource Management. Certificate in Job Evaluation (Job Analyst). 3- 5 years' experience in Organisational Development and Job evaluation of which two (2) years must be at supervisory level. A valid driver's license.
<u>DUTIES</u>	:	Facilitate the development and implementation of the organizational structure. Provide job evaluation services and implementation of ministerial directives on job grading. Coordinate and manage the development of job descriptions. Plan, coordinate and carryout Work Study investigations of a complex nature and make recommendations to promote service delivery. Coordinate development of Business Processes. Facilitate the development of Organisational Functionality Assessment and coordinate the implementation. Develop/ review policies and guidelines with respect to the organisational structure, change management, job evaluations etc. supervise, guide, train and develop staff.
<u>ENQUIRES</u>	:	Mr PM Mosadi Tel No: (018) 388 23578/1660
<u>POST 35/147</u>	:	<u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICES REF NO: SD/ 1/3/24/I</u>
		Chief Directorate: Corporate Services Directorate: Human Capital Management
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12 coupled with Bachelor's Degree or National Diploma in Human Resource Management. A minimum of 3-5 years' experience in the relevant field of which 2 years must be at supervisory. Experience in and in- depth knowledge of the PERSAL system. A valid driver's license.
<u>DUTIES</u>	:	Develop internal controls and policies on service conditions and benefits. Formulate, review and ensure effective implementation of policies and procedure

manuals relevant to conditions of service and Service Benefits. Render support services and conduct training on the latest developments regarding service benefits and policies. Provide advice and support to the department on service conditions and benefits. Manage leave of absence and termination of services. Management of overtime compensatory practices. Ensure data integrity on information management systems. Management of PILIR. Pension Administration remuneration and compensatory practices. Supervise the activities of the subordinates.

ENQUIRES : Mr PM Mosadi Tel No: (018) 388 23578/1660

POST 35/148 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: SD/ 1/4/24/I**
Chief Directorate: Financial Management and Administration
Directorate: Supply Chain Management

SALARY : R444 036 per annum (Level 09), (an all-inclusive remuneration package)
CENTRE : Provincial Office
REQUIREMENTS : Grade 12 Certificate coupled with National Diploma or Degree in Supply Chain Management /Logistics/purchasing. 3 - 5 years related supply chain experience of which three years must be at a supervisory level. supervisory level in Acquisition Management of which three years must be at a supervisory level. Valid Driver's license. Knowledge relevant legislation and policies, PFMA, Treasury Regulations. Knowledge of BAS and Walker Systems.

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

ENQUIRES : Ms GA Mogwai Tel No: (018) 388 2798/2796

POST 35/149 : **ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: SD/ 1/5/24/I**
Chief Directorate: Financial Management and Administration
Directorate: Supply Chain Management

SALARY : R444 036 per annum (Level 09), (an all-inclusive remuneration package)
CENTRE : Provincial Office
REQUIREMENTS : Grade 12 Certificate coupled with National Diploma or Degree in Supply Chain Management /Logistics/purchasing. 3 - 5 years related Logistics Management experience of which three years must be at a supervisory level. Valid Driver's license. Knowledge relevant legislation and policies, PFMA, Treasury Regulations. Knowledge of BAS and WALKER Systems.

DUTIES : Ensure compliance to PFMA, Treasury Regulations and national/ Provincial SCM policies issues in terms of government regulations. Develop, implement and monitor logistics management policies, procedures and process in line with SCM prescripts. Coordinate and review the processing and requisitions of goods and services. Coordinate safekeeping and distribution of goods. Coordinate the control of stock. Ensure timely processing of invoices. Manage commitments and reporting thereof. Compile monthly reports. Supervise the activities of subordinates. Perform any other duties as directed.

ENQUIRES : Ms GA Mogwai Tel No: (018) 388 2798/2796

POST 35/150 : **ASSISTANT DIRECTOR: ASSEST MANAGEMENT REF NO: SD/ 1/6/24/I**
Chief Directorate: Financial Management and Administration
Directorate: Supply Chain Management

SALARY : R444 036 per annum (Level 09), (an all-inclusive remuneration package)
CENTRE : Provincial Office
REQUIREMENTS : Grade 12 Certificate coupled with National Diploma or Degree in Supply Chain Management /Asset/purchasing 3 - 5 years related financial or Asset Management experience of which three years must be at a supervisory level. Valid Driver's license. Knowledge relevant legislation and policies, PFMA, Treasury Regulations. Knowledge of BAS and WALKER systems.

- DUTIES** : Bar coding of assets. Maintain asset register, compile monthly reconciliation of assets. Manage the transfer of goods and services in accordance with the asset management prescripts. Monitor and review the allocation of assets to asset holders. Compile monthly and quarterly reports. Ensure compliance to legislative prescripts governing SCM. Supervise the activities of subordinates. Perform any other duties as directed.
- ENQUIRES** : Ms GA Mogwai Tel No: (018) 388 2798/2796
- POST 35/151** : **ASSISTANT DIRECTOR RISK MANAGEMENT REF NO: SD/ 1/7/24/**
Chief Directorate: Hod Support
Directorate: Risk Management
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09), (an all-inclusive remuneration package)
: Provincial Office
: Qualifications: Diploma / Degree in Accounting /Risk Management, Auditing. Knowledge of the relevant legislations such as PFMA, Public Sector Risk Management Framework, King IV Report and Treasury Regulations. Valid Code 08 Drivers licence. Experience: 3-5 years relevant experience in the Risk Management or Auditing. Competencies: Knowledge of risk framework, Public Service Regulations and Prescripts, Acts and Legislation, king 111 Report on Corporate Governance, Risk Management System (Barn-owl) and processes. Public Service anticorruption strategies. Quantitative techniques to assess risks. Computer literacy, the ability to compile reports.
- DUTIES** : Assist the supervisor with implementation and maintenance of the Risk Management Strategy and the Risk Management Policy. Assist with the compilation of the operational risk register. Coordinate and facilitate Risk Management Workshops. Coordinate the activities of the Risk Management Committee and perform secretarial function. Perform any other duties that may be expected from time to time.
- ENQUIRES** : Mr M Pule Tel No: (018) 388 2905
- POST 35/152** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: SD/ 9/24/**
Chief Directorate: Corporate Services
Directorate: Records And Information Management
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Provincial Office
: A recognized Bachelor's Degree or National Diploma in Records Management or Information Management or Library Services. 3 – 5 years Relevant Management experience in Records Management of which three years must be at a supervisory level. A valid driver's license.
- DUTIES** : Implementation of Departmental Records Management policy, File Plan and Records Control Schedule. Ensure compliance to Legislation (National Archives and Records Services, Promotion of Access to Information Act Promotion of Administrative Justice Act, PFMA, etc). Manage the Central Registry Services. Develop Document and Records Management Policy. Facilitate implementation of Electronic Document and Records Management System. Monitor compliance to Records Management systems and provide monthly reports. Training of Personnel on Records Management. Ensure functionality of Registry Systems and report non-compliance. Conduct records inspections in Head Office and Districts. Manage Records Management for Head Office, Districts.
- ENQUIRES** : Mr S Thipe Tel No: (018) 388 2421
- POST 35/153** : **ASSISTANT DIRECTOR: FINANCE REF NO: SD/ 1/20/24/**
Chief Directorate: Districts and Institutional Support Management
Directorate: Dr Ruth Segomotsi Mompoti District
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Dr Ruth Segomotsi Mompoti District Office
: Bachelor's Degree or National Diploma in Commerce / Accounting or Auditing. At least 3-5 years' work experience in Accounting or Auditing. Competencies: Practical knowledge of WALKER and PERSAL system. Clear understanding and application of PFMA and Treasury Regulations. Computer literacy.
- DUTIES** : Manage and control financial management system, perform general administration duties in Finance management, ensure compliance with relevant prescripts in financial management procedures/ policies, treasury regulations and public finance

		management Act. Manage and implement contract management systems. Ensure adherence to annual stock taking. Ensure functionality of all finance management committees. Supervision and management of personnel.
<u>ENQUIRES</u>	:	Ms P Kgaboesele Tel No: (018) 388 5719
<u>POST 35/154</u>	:	<u>CHIEF PERSONNEL PRACTITIONER APPOINTMENTS AND PERSONNEL MOVEMENT REF NO: SD/ 1/10/24/I</u>
		Chief Directorate: Corporate Services
		Directorate: Human Capital Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08)
	:	Provincial Office
	:	Grade 12 Certificate. Minimum educational qualification Extensive experience in Appointment and Personnel Movement three to five (3-5) years' experience within the relevant field. PERSAL training. Competencies: Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (e.g, Public Service Acts, Regulations) and Human Resource Management policies and directives. Ability to interpret and apply policies.
<u>DUTIES</u>	:	Implementation and monitor compliance in relation to appointment and personnel processes within the department. Verify and approve transactions on the PERSAL System. Ensuring correct implementation and capturing of appointments, promotions, translations, secondments, and transfers on the PERSAL System. Preparing periodic management and statistical reports as required. Supervise and manage. Ensure timely processing and submission of approved documents to salaries section for authorization and implementation.
<u>ENQUIRES</u>	:	Mr PM Mosadi Tel No: (018) 388 3578/1660
<u>POST 35/155</u>	:	<u>CHIEF PERSONNEL OFFICER REF NO: SD/ 1/18/24/I</u>
		Chief Directorate: Districts and Institutional Support Management
		Directorate: Dr Ruth Segomotsi Mompoti District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08)
	:	Taung Inpatient Treatment Centre
	:	Grade 12 Certificate. Minimum educational qualification Extensive experience in Appointment and Personnel Movement three to Five (3-5) years' experience within the relevant field. PERSAL training. Competencies: Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (eg, Public Service Act, Regulations), and Human Resource Management policies and directives. Ability to interpret and apply policies.
<u>DUTIES</u>	:	Implementation of all policies and agreements related to conditions of employment and service benefits. Compile submission related to e.g. medical boarding and all motivations related to employment conditions. Oversee and ensure quality in relation to the standard of the HR Administration work before submission to related institutions. To service as an HR Administration Controller. Approve appointments of candidates on PERSAL. Attend to internal and external transfers. Attend to routine Enquiries and queries. Update personnel information on the system.
<u>ENQUIRES</u>	:	Ms P Kgaboesele Tel No: (018) 388 5719
<u>POST 35/156</u>	:	<u>SENIOR ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: SD/ 1/16/24/I</u>
		Chief Directorate: Districts And Institutional Support Management
		Directorate: Dr Ruth Segomotsi Mompoti District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08)
	:	Taung Old Age Home
	:	Bachelor Degree or National Diploma in Commerce or Accounting or Auditing. Three to Five (3-5) years' work experience in Accounting or Auditing. A valid driver's license.
<u>DUTIES</u>	:	Assist in providing budgetary and expenditure control services. Prepare related documentation for the division. Ensure compliance with prescripts. Control, manage and execute the timely payment of all invoices within the Division. Implement effective actions and processes to ensure that deadlines are met. Supervise, train and guide all personnel reporting to you.
<u>ENQUIRES</u>	:	Ms P Kgaboesele Tel No: (018) 388 5719

POST 35/157 : **SENIOR STATE ACCOUNTANT REF NO: SD/ 1/17/24/I**
Chief Directorate: Districts And Institutional Support Management
Directorate: Dr Ruth Segomotsi Mompoti District

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Taung Old Age Home
: Bachelor's Degree or National Diploma in Commerce / Accounting or Auditing. At least 3-5 years' work experience in Accounting or Auditing. Competencies: Practical knowledge of WALKER and PERSAL system. Clear understanding and application of PFMA and Treasury Regulations. Computer literacy.

DUTIES : Assist in providing budgetary and expenditure control services and prepare related documentation to the Directorate. Ensure compliance with prescripts. Control, manage and execute the timely payment of all corporate services within the Directorate. Implement effective actions and processes to ensure that deadlines are met. Supervise, train and guide all personnel reporting to you.

ENQUIRES : Ms P Kgaboesele Tel No: (018) 388 5719

POST 35/158 : **HR CLERK SUPERVISOR: CONDITIONS OF SERVICES REF NO: SD/ 1/14/24/I**
Chief Directorate: Corporate Services
Directorate: Human Capital Management

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Provincial Office
: Grade 12 certificate or equivalent. Three to Five (3-5) years in Human Resource Management experience. PERSAL courses. Knowledge of Public Service Prescripts. Competencies: Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (eg, Public Service Act, Regulations), and Human Resource Management policies and directives. Ability to interpret and apply policies.

DUTIES : Administering all conditions of service and service benefits for the Department. Perform administrative duties pertaining to service terminations, pension administration, housing, injury on duty, Leave Administration, PILIR Administration, and all allowances applicable to Conditions of service. Responsible for capturing transactions on PERSAL, debt management. Knowledge of OSD. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars and maintain registers, audit leave records. Providing monthly, quarterly reports.

ENQUIRES : Mr PM Mosadi Tel No: (018) 388 23578/1660

POST 35/159 : **STATE ACCOUNTANT PAYROLL ADMINISTRATION REF NO: SD/ 1/25/24/I (X2 POSTS)**
Chief Directorate: Financial Management and Administration
Directorate: Financial Accounting

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Provincial Office
: Grade 12. A three-year Degree or equivalent or 3-5 years appropriate experience. Practical Knowledge of PERSAL system. Understanding of PFMA, Treasury Regulations and other financial prescripts, knowledge of the functioning of the government payroll systems, knowledge of the functioning of the government payroll systems, knowledge of the Excel and Power Point, problem solving as well as good communication skills.

DUTIES : Capture all salary allowance and deductions on the PERSAL system, prepare tax calculations for manual payments, maintain and update filling system, prepare date record for all incoming and outgoing advice. Collect bind and distribute payrolls. Prepare monthly reports on PERSAL exceptions. Provide support on all salary activities.

ENQUIRES : Ms TH Nodali Tel No: (018) 388 2377

POST 35/160 : **PROFESSIONAL NURSE PNA GRADE 1 – GRADE 3 (GENERAL NURSING) REF NO: SD/ 1/13/24/I (X2 POSTS)**
Chief Directorate: Districts And Institutional Support Management
Directorate: Dr Ruth Segomotsi Mompoti District

SALARY CENTRE : R307 473 – R578 826 per annum, (OSD)
: Taung Old Age Home Taung Inpatient Treatment Centre

- REQUIREMENTS** : A qualification that allows for registration with SANC as Professional Nurse. Appropriate or recognisable experience in nursing after registration with the SANC as Professional Nurse and proof of payment of annual fees for current cycle. Be Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practice. Able to implement elementary functions according to the scope of practice.
- DUTIES** : Provision of holistic/comprehensive specialised nursing care. Manage the utilisation of resources effectively. Provision of educational services. Provision of effective support to nursing. Work as part of multidisciplinary team to ensure quality nursing care. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious groups. Passion to work with elderly persons and people with disability.
- ENQUIRES** : Ms P Kgaboesele Tel No: (018) 388 5719
- POST 35/161** : **HR CLERK PRODUCTION: RECRUITMENT AND SELECTION REF NO: SD/ 1/12/24/I**
Chief Directorate: Corporate Services
Directorate: Human Capital Management
- SALARY CENTRE REQUIREMENTS** : R216 4173 per annum (Level 05)
: Provincial Office
: Grade 12 Certificate or equivalent. No experience is required Computer Literacy. PERSAL Certificate. Competencies: Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (e.g., Public Service Acts, Regulations) and Human Resource Management policies and directives. Ability to interpret and apply policies.
- DUTIES** : Implementation of recruitment and selection policy and procedures. Implementation and capturing of appointments, promotions, secondments, and transfers on the PERSAL System. Provide Human Resource technical support during shortlisting and interviews. Attending Human Resource related enquires. Provide basic administration services.
- ENQUIRES** : Mr PM Mosadi Tel No: (018) 388 23578/1660
- POST 35/162** : **HR CLERK PRODUCTION: CONDITIONS OF SERVICE REF NO: SD/ 1/11/24/I**
Chief Directorate: Corporate Services
Directorate: Human Capital Management
- SALARY CENTRE REQUIREMENTS** : R216 4173 per annum (Level 05)
: Provincial Office
: Grade 12 Certificate or equivalent. No experience is required. Computer Literacy. PERSAL Certificate. Competencies: Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (e.g., Public Service Acts, Regulations) and Human Resource Management policies and directives. Ability to interpret and apply policies.
- DUTIES** : Provide Human Resource technical support. Provide basic administration duties. Implementation of service conditions policy and procedures. Implementation and capturing of all leaves Ensure effective procure and provisioning in place. Provide and maintain filing system of the directorate. Assist with logistical arrangement for the occasion i.e. meeting, events and workshops. Assist with typing, record system and handle Human Resource related enquiries.
- ENQUIRES** : Mr PM Mosadi Tel No: (018) 388 3578/1660
- POST 35/163** : **DRIVER MESSENGER REF NO: SD/ 1/19/24/I**
Chief Directorate: Districts And Institutional Support Management
Directorate: Dr Ruth Segomotsi Mompoti District
- SALARY CENTRE REQUIREMENTS** : R183 279 per annum (Level 04)
: Taung Old Age Home
: A Grade 10 qualification, Valid Code 08 Driver's license with PDP plus 7 – 12 Months relevant experience. Competencies: Good communication skills. Good interpersonal relations. Patience, Assertiveness, Honesty and trustworthy. Listening Skills. Recording skills and knowledge of Transport policies. Knowledge of the city(ies) in which the functions will be performed.
- DUTIES** : Daily transportation of service beneficiaries and staff members to various areas. Delivery and collection of goods and correspondence. Record and compile monthly log sheets for pool vehicles. Ensure proper and safe keeping of vehicle keys and

accessories. Timely reporting of faults and service requirements for vehicles. Organize for service appointments for pool vehicles. Load and unload goods and sort delivered items. Deliver and or collect mails, documents, stores items and stationery for the centre.

ENQUIRES : Ms P Kgaboesele Tel No: (018) 388 5719

POST 35/164 : **NURSING ASSISTANT NA GRADE 1 GRADE 3 REF NO: SD/ 1/15/24/I (X3 POSTS)**

Chief Directorate: Districts And Institutional Support Management
Directorate: Dr Ruth Segomotsi Mompoti District

SALARY CENTRE : R165 177 - R283 347 per annum, (OSD years of experience to be considered)
: Taung Old Age Home
: Taung Inpatient Centre
: Sonop Old Age Home

REQUIREMENTS : A qualification that allows for registration with the SANC as nursing assistant. Appropriate or recognizable experience in nursing after registration with the SANC as nursing assistant. Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practice. Able to implement elementary functions according to the scope of practice. Registration Certificate and proof of current Registration.

DUTIES : Perform elementary clinical nursing practice in accordance with the scope of practice and nursing standards, as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards, as determined by the relevant health facility. Conduct communication with patients and supervisors effectively. Work as part of multidisciplinary team to ensure quality nursing care. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious groups. Passion to work with elderly persons and people with disability.

ENQUIRES : Ms P Kgaboesele Tel No: (018) 3885719

POST 35/165 : **CLEANER REF NO: SD/ 1/21/24/II (X27 POSTS)**

Chief Directorate: Corporate Services
Directorate: Auxiliary Services

SALARY CENTRE : R131 265 per annum (Level 02)
: Provincial Office Districts and Service Points

REQUIREMENTS : Grade 10 or equivalent. Adult education and training. No experience required. Knowledge of cleaning materials and equipment. Ability to operate cleaning equipment as well as cleaning methods and procedures. Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Ability to work as part of the team. Ability to work around elderly people and have physical strength.

DUTIES : Cleaning Services: Sweeping floor, emptying dustbins, cleaning offices and workshops (where applicable). Monitor cleaning material and report stock levels. Utilize cleaning equipment and ensure their safe-guarding. Comply to Occupational Health and Safety requirements.

ENQUIRES : Mr ASS Moche Tel No: (018) 3881506/2404

POST 35/166 : **FOOD SERVICE AID REF NO: SD/ 1/26/24/I (X2 POSTS)**

Chief Directorate: Districts And Institutional Support Management
Directorate: Dr Ruth Segomotsi Mompoti District

SALARY CENTRE : R131 265 per annum (Level 02)
: Khuseleka Crisis Centre

REQUIREMENTS : Taung Old Age Home
: ABET Certificate (Grade 10). No experience required. Preparedness to work under pressure

DUTIES : Prepare meals for residents on daily basis as prescribed in the menu. Keep the kitchen equipment and premises hygienically clean. Keep register of utensil and cutlery used by the residents. Dish and transport food to the wards and dining hall. Perform other relevant duties.

ENQUIRES : Ms P Kgaboesele Tel No: (018) 388 5719

POST 35/167

: **LAUDRY AID REF NO: SD/ 1/27/24/I**
Chief Directorate: Districts And Institutional Support Management
Directorate: Dr Ruth Segomotsi Mompoti District

SALARY

: R131 265 per annum (Level 02)

CENTRE

: Taung Old Age Home

REQUIREMENTS

: Grade 10 or equivalent ABET qualification. No experience required.

DUTIES

: Use laundry machinery and maintenance of equipment. Sorting and packing linen.
Liaising with housekeeping and other staff with regard to laundry items and services.

ENQUIRES

: Ms P Kgaboesele Tel No: (018) 388 5719