

**PROVINCIAL ADMINISTRATION: NORTH-WEST
DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS**

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag X2145, Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex) for attention: Director: Human Resource Management @ 0183883297 or email address: nwcogtarecruit@nwpg.gov.za
- CLOSING DATE** : 22 November 2024, Time (15H30)
- NOTE** : Directions to applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience, and with full names, addresses, and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications; however, shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Please note: it is the applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. Appointment of the successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome before appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Directions on how to fill in the New Z83 form: NB: Candidate should note the following information on the new Z83 application form: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers, An applicant has responded "No" to the question "Are you conducting business with the State? or are you a Director of a Public or Private company conducting business with the state? If yes (provide details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "if you are employed in the Public Service, will you immediately relinquish such business interest?" "If your profession or occupation requires official registration, provide date and particulars of registration" – Some applicants may not have such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed. Part D: All fields must be completed. Part E, F, G: Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under part F must be answered. Declaration must be completed and signed. The North-West Department of Cooperative Governance & Traditional Affairs is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. People with disability are encouraged to apply. NB: The department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

MANAGEMENT ECHELON

POST 41/132 : **DIRECTOR: PROVINCIAL DISASTER MANAGEMENT CENTRE REF NO: 01/24-25**
Chief Directorate: Development and Planning
Job Purpose: To administer provincial disaster management centre.
(Re-advert)

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum (Level 13), all-inclusive remuneration package
: Head Office
: Matric/Grade 12. Degree in Disaster Management/ Emergency Management/ Environmental Science or any other relevant related equivalent qualification (NQF level 7) as recognised by SAQA (appointment in terms of Disaster Management Act, Act 57 of 2002, and Section 31). Minimum 5 years' of experience in disaster management at middle managerial/ Deputy Director Level. Nyukela SMS Pre-Entry Certificate. A valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Disaster Reduction Strategy, Sendai Framework for Disaster Reduction, Disaster Management Act, National Disaster Management Framework, North-West Disaster Management Framework, Municipal Indicative Disaster Risk Profile, Disaster Management processes, Public Financial Management Act, Treasury Regulations. Communication, Report writing, Project management, Policy Interpretation and Development, Financial Management, Strategic Leadership, Presentation and Computer literacy.

DUTIES : Coordinate implementation of Municipal disaster management systems and structures. Coordinate implementation of Provincial disaster management systems and structures. Coordinate implementation of integrated information management and emergency communication system. Monitor Provincial disaster management reception Administration services.

ENQUIRIES : Mr S Ramagaga Tel No: (018) 388 2329

POST 41/133 : **DIRECTOR: LEGAL SERVICES REF NO: 02/24-25**
Chief Directorate: Corporate Management Services
Directorate: Legal Services
Job Purpose: To administer provision of Legal Services.

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum (Level 13), all-inclusive remuneration package
: Mmabatho
: Matric/Grade 12. LLB / or any other relevant equivalent qualification Legal Law Degree (NQF Level 7) as recognised by SAQA. Minimum 5 years' of experience as Senior Legal Admin Officer (MR 6)/ Senior Management Level. Nyukela SMS Pre-Entry Certificate and a valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Constitution of the Republic of South Africa, System and Operations of South African Courts of Law, Interpretation of Legislation, Promotion of Administration Justice Act (PAJA), Protection of Personal Information Act (POPIA), Promotion to Access to information Act (PAIA), Public Service Regulations, Public Financial Management Act (PFMA), Computer Literacy, Management and Leadership, Legislative Drafting Contract and Litigation management. Communication, People management, Research and Analytical, Problem solving, conflict and dispute Resolution skills.

DUTIES : Develop strategies and procedures for litigation and all legal actions against the Department. Coordinate legislation drafting processes. Provide legal advice and opinion on question of law or legal practices. Monitor implementation and administration of Departmental contracts. Coordinate Legal research, drafting of memoranda reports and government notices.

ENQUIRIES : Ms M. Lehoko Tel No: (018) 388 5483