

**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) or email address: nwcogtarecruit@nwpg.gov.za
- FOR ATTENTION** : Ms. Manini Mashigo Tel No: (018) 388 4785 or Ms Katlego Sebaetse Tel No: (018) 388 3935
- CLOSING DATE** : 07 March 2025, Time (16H00)
- 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 07/238** : **DIRECTOR: RISK AND INTEGRITY MANAGEMENT REF NO: COGTA 25/24-25**
- SALARY** : R1 216 824 per annum (Level 13), all-inclusive remuneration package

- CENTRE REQUIREMENTS** : Head Office (Mmabatho)
 : Matric/Grade 12. Bachelor Degree (NQF Level 7) in Auditing/Internal Auditing/Financial Management/Risk Management or any other relevant, equivalent qualification. 5 Years experience in Middle Management/Deputy Director level in Risk Management. Valid driver's Licence. Competencies: In-depth knowledge of Risk Management framework, Risk III Report on Corporate Governance 2009. Risk Management Standards. Public Financial Management Act, treasury regulations, Public Service Regulatory framework, Public Services Management and Information framework, and Public service Regulations. Risk Management, Fraud Investigation, Ethics Management, Project management, Analytical and Research, Leadership, Communication and Report Writing, Conflict Management, Facilitation, Policy Interpretation and Development, Computer Literacy and Financial information Management.
- DUTIES** : Coordinate the Development of Departmental Risk Profile. Coordinate the implementation of fraud and Anti-Corruption Strategy. Coordinate the implementation of integrity Management Strategy. Coordinate implementation of Risk Response Strategies and Framework. Review Departmental Fraud and Corruption cases. Coordinate promotion of departmental Organisational Risk Management.
- ENQUIRIES** : Ms M Lehoko Tel No: (018) 388 5483

OFFICE OF THE PREMIER

- APPLICATIONS** : Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho. 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. E-Mail: ooprecruitment1@nwpq.gov.za
- CLOSING DATE** : 07 March 2025
- 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.

OTHER POST

- POST 07/239** : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: NWP/OOP/2025/22**
Purpose: To manage and facilitate the provision of Human Resource practices and administration services
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive package)
: Mmabatho
: Three- year tertiary qualification in Human Resource Management, Public Administration/Management and/ or equivalent qualification at NQF level 7. 5 years' experience in the Human Resources Management environment of which three (3) years must be at Assistant Director Level. Related PERSAL trainings certificates. Knowledge, Skills and Competencies: Knowledge and understanding of legislative frameworks governing Human Resource Management in the Public Service. HR Auditing skills; Analytical skills applied on the PERSAL system with the Office; PERSAL system-based auditing of Personnel and Salary Administration Transactions; ability to advise management in line with HRM in the new management frameworks; ability to lead, delegate and manage conflict.
- DUTIES** : The management of Recruitment, Selection and appointment of employees. The Management of conditions of service, remuneration and employees' benefits. The management and control of the PERSAL system within the Office, Personnel and Salary controller functions. The management of personnel records and procurement of goods and services. Management of Human Resources.
- ENQUIRIES** : Ms. M.M Tembe Tel No: (018) 388 3085

PROVINCIAL TREASURY

The North West Provincial Treasury 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. Women, People with Disabilities and Youth are encouraged to apply as the targeted groups as per our employment equity plan. The Employment Equity Plan for the Department will be considered when filling vacant positions. It is our intention to promote representivity.

- APPLICATIONS** : Applications should be forwarded to: The Director: Human Resource Management, North-West Provincial Treasury, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, K Chuma, or N Marengwa, 2nd Floor, Garona Building. You can also email your application to ptvacancies@nwpg.gov.za. The maximum limit is 35MB for applications to be transmitted successfully, otherwise you will have to send more than one email. 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 1 post, please submit separate applications for each post that you apply for. Applications should be submitted on time.
- CLOSING DATE** : 07 March 2025 at 16h00. Applications received after the closing date will not be accepted and considered.
- NOTE** : Applications must quote the relevant reference number and be submitted on the NEW Z83 form, obtainable from any Public Service Department or the DPSA website at <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using the incorrect application for employment (old Z83), it will not be considered. The Z83 must be fully completed and signed and accompanied by a comprehensive/ detailed recent Curriculum Vitae (including full particulars of training, qualifications, certificates, skills, competencies, and knowledge, specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service). At least two contactable referees should be provided. (Telephone numbers and email addresses must be indicated). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and training certificates as well as a driver's license where necessary. This must be submitted on or before the day of the interviews. Non-SA citizens who are shortlisted must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. Failure to do so will result in your application being disqualified. Foreign

qualifications must be accompanied by a SAQA evaluation report on the qualification. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such an evaluation report (only when shortlisted). It will be expected of candidates to be available for interviews and assessments on the date and time and at a place as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. The Department will conduct reference checks which may include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and Directorships that they may be associated with and declare any business they had or are conducting with an Organ of State. It will be required by employees who fall within the designated groups to do financial disclosures to submit such within three months of their appointment. Failure to comply with the above requirements will result in the disqualification of the application. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. Should you not be contacted within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right to cancel the recruitment process and not fill a position or re-advertise the posts at any time in the future. Correspondence will be limited to short-listed candidates only. Requirements For Senior Management Posts (SI13-16): The requirements for appointments at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services which is an online course, endorsed by DPSA and the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS. The full details can be sourced at the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website at: www.thensg.gov.za. No appointment to an SMS post will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency-based assessments.) The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools. Please note that women will be targeted for SMS posts as per the Department's Employment Equity Plan.

OTHER POSTS

<u>POST 07/240</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT & COORDINATION</u> <u>REF NO: NWFIN/2025/01</u> Programme: Administration Directorate: Departmental Administration Services to MEC
<u>SALARY</u>	:	R849 702 per annum (Level 11), all-inclusive salary package, (on the salary scale: R849 702 - R1 000 908)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advance Certificate in Administration/ Public administration and/or equivalent qualification at NQ 6. A Degree will be an added advantage. Six (6) years experience applicable to the relevant discipline of which 3 years should be at Assistant Director Level. Valid driver's license. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy, Flexibility, Verbal and written communication skills and Interpersonal relations. Analytical thinking, Leadership, Teamwork, Ability to work under pressure, Proven management competencies. Understanding of the Public Service Regulations and related prescripts.

<u>DUTIES</u>	:	Manage the administrative and coordination activities within the office of the Executive Authority. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. Render a Cabinet/Executive Council support service to the Executive Authority. Supervise employees in the private office.
<u>ENQUIRIES</u>	:	Mr. K Selebalo Tel No: (018) 388 2301
<u>POST 07/241</u>	:	<u>DRIVER/MESSENGER REF NO: NWFIN/2025/02</u> Programme: Administration Directorate: Departmental Administration Services to MEC
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 279 per annum (Level 04), (on the salary scale: R183 279 – R215 892) Mmabatho As a minimum Grade 12 or equivalent NQF 4 qualification. Valid driver's licence minimum code 08 is compulsory. Valid Professional Driving Permit (PDP) licence will be added advantage. Knowledge of traffic rules and laws. Knowledge of applicable policies and procedures government vehicles. Time management skills, good communication and writing skills. Good interpersonal skills. Ability to maintain high level of professionalism, confidentiality, and reliability. Ability to work with a team. Exposure in administration, Computer literacy. Ability to uphold confidentiality and discipline requisite to the Executive Authority related work environment. Ability to respect Authority.
<u>DUTIES</u>	:	Drive light and medium-sized motor vehicles to transport employees in the office of the executive authority and guests of the executive authority. Collect and deliver items. To collect and dispatch mail and newspapers. Delivery of documents and proper records keeping. Verify documents when collected and delivered to the Executive Authority. Ensure Proper logistical arrangements for distribution of documentation (logbook, route forms, safekeeping of keys, parking of vehicle in parking bay). Perform other duties as delegated. Routine maintenance of the allocated vehicle and report defects timely. It will be required to work overtime from time to time.
<u>ENQUIRIES</u>	:	Mr. K Selebalo Tel No: (018) 388 2301
<u>POST 07/242</u>	:	<u>FOOD AID (CLEANER) REF NO: NWFIN/2025/03</u> Programme: Administration Directorate: Departmental Administration Services to MEC
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 per annum (Level 02), (on the salary scale: R131 265 – R154 626) Mmabatho As a minimum a Grade 10 and/ or ABET Level 1-4. Know how to operate elementary cleaning machines and equipment. Good communications skills, writing skills, teamwork, and interpersonal relations skills. Personal attributes such as honesty, integrity, flexibility, professionalism, and team player are required. Willingness to work extra hours when required.
<u>DUTIES</u>	:	Provide cleaning services in the offices of the Executive Authority. Cleaning offices, corridors, and boardrooms. Cleaning of kitchen and restroom. Keep and maintain cleaning machines and equipment. Provide logical support services during meetings and workshops such as providing tea and coffee. Create a clean working environment. Perform other duties as delegated. It will be required to work overtime from time to time.
<u>ENQUIRIES</u>	:	Mr. K Selebalo Tel No: (018) 388 2301