

**PROVINCIAL ADMINISTRATION: NORTH WEST PROVINCE
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications. During the current financial year, the EE targets for the Department are: African Females for Persons with Disabilities on salary levels 8 to 10; African Females on salary levels 11 to 13. Indian Males on salary levels 7 to 12 positions. Candidates within these categories are encouraged to apply.

- APPLICATIONS** : The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, MMABATHO, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota Office NO. 0182008258 or email to the relevant e-mail address associated with the post applied for.
- CLOSING DATE** : 24 October 2025
- NOTE** : (Posted, Handed and E-mailed Applications must have reached The Department by 16h30 pm Walk-in and 00h00 Mid-night online, as a rule not be accepted). on the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All applications must be emailed to the correct indicated email address. All attachments for Online Submission must include Only Z83 Form and an Updated Curriculum Vitae in PDF Format and be emailed to the correct email address, as one document. Failure to do so, your application will be disqualified. Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A: All fields must be fully completed. Part B: Date of birth and ID number are compulsory and other fields may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information. Part C, D, E, F and G may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit copies//proof/certificates/attachments/drivers licence/qualifications on application. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s). 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 be 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 Department reserves the right not to make appointments and correspondence will be limited to shortlisted

candidates only. Personnel suitability check records will be conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualification's verification as well as security clearance. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of Government. Information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post. NB: Salary level 1 to 12: All shortlisted candidates will be subjected to practical exercise and integrity assessment test.

MANAGEMENT ECHELON

<u>POST 37/185</u>	:	<u>DIRECTOR – POLICY POLICING AND RESEARCH REF NO: 43/2025/26</u> Directorate: Policy And Research
<u>SALARY</u>	:	R1 266 714.per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office- Mahikeng
	:	Grade 12 Certificate. A relevant (NQF level 7) qualification in Development studies, Social Science, Public Policy or Research as recognised by SAQA coupled with five (5) years' experience at a middle/ senior managerial level within the Policy and Research Environment. A valid driver's license. Computer Literacy. Knowledge: Strong track record of publication and research report writing. Knowledge of relevant legislation, policies and strategies. Knowledge of Public Service Act, Rules and Regulations. Knowledge of Public Finance Management Act. Policy Development and Formulation. Knowledge in research and policy development methodologies. Understanding of the Civilian Secretariat for Police Service Act. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication Skills: Analytical skills, Report Writing, policy development and analysis, ability to work independently and under pressure. Verbal and written communication skills at a high level. Willingness to travel and work irregular hours. Have the ability to generate new ideas and improve where circumstances require. Be able to formulate, write reports and communicate at the highest level. Must have good interpersonal skills and be able to maintain a positive interpersonal relations and be able to work as part of team and as an individual.
<u>DUTIES</u>	:	Manage, Coordinate and facilitate the provision of quality research into any matter and report in support Provincial/National policy imperative. Manage, coordinate and facilitate the review of Provincial/National policies and strategies. Coordinate and facilitate and Develop provincial secretariat research or evaluation agenda. Analyse crime trends, rate of convictions and crime statistics. Review Provincial frameworks/strategies, tools and plans on policing matters. Create a resource information centre. Provide strategic leadership. Disseminate policy and research findings to inform departmental strategies. Management of internal and external stakeholders from policy and research department. Manage resources of the sub-Directorate. Implement effective budget planning and financial management of the department's resources
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. MC Rantona Tel: 018 200 8030
	:	E-Mail address: CSTMrecruitment01@nwpg.gov.za

OTHER POSTS

<u>POST 37/186</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND OVERSIGHT REF NO: 44/2025/26</u> Directorate: Monitoring And Oversight
<u>SALARY</u>	:	R1 059 105 per annum (Level 12). The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of Applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Bojanala District Grade (12) certificate or equivalent plus Bachelor's Degree in Law. Five (5) to ten (10) years' relevant work experience in Monitoring and Oversight within the safety and security environment of which three (3) years must be at Junior Management (Assistant Director) level. Valid Code EB (08) Driving License. Knowledge: Extensive knowledge of Public Finance Management Act (PFMA), Safety and Security Policies, Transformation Policies, National Crime Prevention Strategy (NCPS)/Integrated Crime and Violence Prevention Strategy (ICVPS), South African Police Service Act and Policies, Performance and Resources Management. Knowledge of Civilian Secretariat for Police Service Act and Regulations. Knowledge of Public Service Act and Regulations. Skills: Computer literacy. Monitoring and Evaluation. Research. Investigations. Project Management skills. Communications. Conflict Management skills. Policy Analysis. Ability to interpret policies. Facilitation and Good presentation skills. Interpersonal and report writing skills. Good verbal and written communication. Ability to function independently and as a team. Ability to work under pressure and long hours. Problem-solving skills and decision-making.
<u>DUTIES</u>	:	Provide Civilian Oversight of the South African Police Service (SAPS): Oversee research and analyze data on Policing. Manage and Monitor transformation of the SAPS. Manage and Monitor SAPS infrastructure development plan. Manage and maintain an effective complaints management system and conduct investigation of complaints. Manage and Monitor determination of Policing needs and priorities. Manage and Monitor of SAPS compliance to Domestic Violence Act. Conduct oversight through Police Station visits, based on the implementation of the National Monitoring and Evaluation Tool. Manage and Monitor implementation of IPID Recommendations by the SAPS. Manage and Review Monitoring Tools, Frameworks, Guidelines and development of policies. Compile reports. Manage key responsibilities of Subordinates. Management of Resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms D. Letsapa Tel. 018 200 8091/2 E-Mail address: CSTMrecruitment02@nwpg.gov.za
<u>POST 37/187</u>	:	<u>ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: 45/2025/26</u> re-advertisement; candidates who previously applied are encouraged to reapply) Directorate: Office of the Executive Authority
<u>SALARY</u>	:	R896 436 per annum (Level 11). The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Mahikeng Grade 12 certificate or equivalent plus appropriate National Diploma/ Bachelors Degree /NQF 6 in Public Administration/Public Management/Business Administration/Local Government. A minimum of three five (5) years' experience within administration environment of which three (3) years should be at Assistant Director level. A valid driver's licence. Knowledge And Skills: 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 and Written). Negotiation skills. Report writing. Presentation skills. Computer literacy. Problem solving skills.

<u>DUTIES</u>	:	Manage the administrative and coordination activities within the office of the Executive authority. Manage the procurement and maintenance of equipment's and administer the budget in the office of the executive authority. Manage the Logistical support in the office of the executive authority for meetings and related activities. Render a Cabinet/Executive council support service to the executive authority. Liaise with internal and external role-players matters relating to the Portfolio of the Executive authority. Ensure quality control of the work delivered and managing the distribution of documents and submissions to the relevant Legislature and standing/portfolio committees. Provide operational leadership for administrative support services in the office Executive Authority (EA). Plan, coordinate, organise and facilitate provision of registry and all frontline and customer care services. Plan, coordinate and provide general supervision of the employees in the office of the executive authority. Assist office of the Executive Authority with role playing on stakeholder service.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. S Scheepers: Tel. 018 200 8003
	:	E-Mail address: CSTMrecruitment03@nwpq.gov.za
<u>POST 37/188</u>	:	<u>DEPUTY DIRECTOR: CENTRAL COMMUNICATIONS CENTRE REF NO: 46/2025/26</u> Directorate: Road Traffic Management
<u>SALARY</u>	:	R896 436 per annum (Level 11). The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Mafikeng
	:	Grade 12 certificate or equivalent plus three years National Diploma/ Bachelors Degree qualification NQF level 6/7 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA) - An undergraduate qualification in Statistics or communications will be an added advantage - Seven (7) to Ten (10) years working experience in road traffic management field of which three (3) years must be at Junior Management/Assistant Director level in a related field - Valid driving license. Core And Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge And Skills: Knowledge of Road Traffic and Safety Acts, negotiation skills, conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyse the findings and make recommendations, understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge, high level report writing and computer skills.
<u>DUTIES</u>	:	Manage operations of a road traffic communication Centre - Ensure effective and efficient leadership in the Communication Centre - Manage provision of statistical information on Provincial crash data to relevant structures - Manage provision and support to the District Communication Centres and Traffic Officers - Coordination and consolidation of reports - Ensure appropriate use of all allocated resources – Manage received calls on road safety matters from road users
<u>ENQUIRES APPLICATIONS</u>	:	Mr. P Stone: Tel.no.018 381 9110/9104
	:	E-Mail address: CSTMrecruitment04@nwpq.gov.za
<u>POST 37/189</u>	:	<u>DEPUTY DIRECTOR: GENDER FOCAL POINT & DIVERSITY MANAGEMENT REF NO: 47/2025/26</u> Chief Directorate: Corporate Management
<u>SALARY</u>	:	R896 436 per annum (Level 11). The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of Applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE</u>	:	Head Office- Mahikeng

<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent. National Diploma/ Bachelor's Degree (NQF level 6/7) qualification in Public Management/Public Administration/Social Science as recognised by SAQA coupled with five (5) years relevant experience in Gender Focal Point & Diversity Management of which three (3) years should be Assistant Director level. A valid driver's license. Knowledge: Project Management. Understanding of government's broader transformation of policies and initiatives. Knowledge of promoting Human Rights. Knowledge of Gender and Disability Mainstreaming. Knowledge of Moral Regeneration and Social Cohesion. Skills: Computer Literacy (MS Word, Excel, Power Point). Report Writing. Change Management. Good stakeholder engagement skills.
<u>DUTIES</u>	:	Manage and coordinate external & internal educational awareness campaigns for designated groups therefore women, children, youth, older person and persons with disabilities, financial workshops, career guidance and any other awareness related to safety of people in support of Human Rights Priority Programmes. Coordinate submission of reports on employment to reach 50% of women in Senior Management Services and 2% in the employment of people with disability. Develop plans and coordinate reports on implementation of gender Equality Strategic Framework, Job Access Strategic Framework, HoD's 8 principle Action Plan and report on harassment in the workplace. Participate in commemoration of international and national days as per calendar events. Provide sound strategic leadership and Direction. Manage the Sub-Directorate.
<u>ENQUIRES APPLICATIONS</u>	:	Mr. P Mohono: Tel.no.018 200 8022
	:	E-Mail address: CSTMrecruitment05@nwpg.gov.za
<u>POST 37/190</u>	:	<u>DEPUTY DIRECTOR: EVALUATION REF NO: 48/2025/26</u> (One Year Employment Contract) Directorate: Strategic Planning Monitoring and Evaluation
<u>SALARY</u>	:	R896 436 per annum (Level 11). The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office- Mmabatho
	:	Grade 12 or equivalent plus Post Graduate Degree in Public Management within the sector of Monitoring and Evaluation plus minimum experience of five (5) years in Research of which three (3) years should be at Assistant Director level. Valid driving license. Knowledge: Understand government systems in relation to the evaluation. Knowledge of Public Finance Management Act (PFMA). Understand ethical issues relating to evaluation, including potential or actual conflict of interest. Skills: Computer Literacy. Strong Project Management Skills. Research Skills. Interpersonal Skills and Presentation skills. Report writing skills. Communication Skills. Conflict Management Skills. Policy Analysis and Evaluation. Ability to manage different stakeholders.
<u>DUTIES</u>	:	Provide leadership to the Evaluation team in completing projects effectively. Conduct research/collect evidence and analysis of evidence. Assess issues such as relevance (effectiveness and efficiency) value for money, impact and sustainability and recommendations. Manage evaluation resources to deliver high quality evaluation and related objectives on time to appropriate standards. Compile reports.
<u>ENQUIRES APPLICATIONS</u>	:	Mr M Moiloa, Tel (018) 200 8376
	:	E-Mail address: CSTMrecruitment06@nwpg.gov.za
<u>POST 37/191</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER –MR 6 REF NO: 49/2025/26</u> re-advertisement; candidates who previously applied are encouraged to Reapply) Directorate: Legal Services
<u>SALARY</u>	:	R586 956 per annum (OSD)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent plus LLB Degree or equivalent relevant qualification. At least eight (8) years appropriate post qualification legal experience. Extensive experience at Supervisory level in Civil Litigations, legislative drafting, drafting of legal opinions, labour relations practices in the Public Service, contract drafting and interpretation. Valid drivers license and

		<p>willingness to travel. Knowledge: Sound knowledge of the legislative frameworks that governs the operations of the public services environment. A sound knowledge of on the drafting of legislations and regulations. A sound knowledge on the interpretation of statutes and regulations and other legal instruments. A sound knowledge on formulating legal advice and opinions in relation to legislations and regulations. A comprehensive knowledge on the process of legislative drafting. A comprehensive knowledge on the drafting and interpretation of policies. SKILLS: Good interpersonal relations. Report writing. Case investigation and project management skills. Good conflict resolutions and mediation skills. Computer literacy. Ability to work in a team as well as independently. Communication skills. Ability to conduct research on legislative and civil litigation processes.</p>
<u>DUTIES</u>	:	<p>Study the impact and implications of Legislations and Regulations and advise the Department accordingly. Examine the various forms of Legislations and Regulations that impact upon the Department and determine whether there is a need to amend or repeal same. Interpret, draft and/or facilitate the amendment or repeal of laws and subordinate legislations. Drafting of legal advice and opinions in relation to legislations and regulations. Manage the legislative review process in collaboration with the State Law Advisers. Edit and certify legislations in collaboration with the State Law Advisers Office. Render legal support services in respect of litigation matters for and against the Department. Furnish legal advice and opinions on litigation matters that affect the Department. Perform generic management functions.</p>
<u>ENQUIRIES</u>	:	Mr P Mohono: Tel no. 018 200 8022
<u>APPLICATIONS</u>	:	E-Mail address: CSTMrecruitment07@nwpg.gov.za
<u>POST 37/192</u>	:	<p><u>ASSISTANT DIRECTOR: POLICY AND RESEARCH REF NO: 50/2025/26</u> Directorate: Policy Policing and Research</p>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Head Office- Mahikeng
<u>REQUIREMENTS</u>	:	<p>Grade 12 Certificate or equivalent plus three (3) years tertiary qualifications in Public Administration/Management/Statistics/Research/Social Science/Economics (NQF level 6/7). Three (3) to Five (5) years relevant experience in management and policing environment of which Two (2) years must be at supervisory level in the functional policy and research development. Valid driver's licence. Knowledge: Public Service Legislations, Research Methodologies and Data gathering techniques, Safety and Security policies, Transformation policies, Integrated Crime and Violence Prevention Strategy, South African Police Service (SAPS) policies, Performance and Resources management, Acceptable understanding of the PFMA. Skills: Knowledge and expertise in policy analysis and development, research methodology, project management. Organizing and Planning, Monitoring and Evaluation, Research, Investigations, Report writing skills, Communication skills, Conflict Management, Leadership and People Management, Stakeholder Engagement and Computer Literacy.</p>
<u>DUTIES</u>	:	<p>Conduct research on policing matters (National and Provincial Research Projects) .Develop and review frameworks/guidelines on aspects of policing, crime prevention, community development and stakeholder's coordination. Conduct analysis of all Policing and legislation relevant to crime prevention, monitoring and oversight in the sector. Analyse crime trends, rate of conviction and crime statistics. Direct and supervise all subordinates, monitor implementation of all resources.</p>
<u>ENQUIRES</u>	:	Ms M.C Rantona Tel (018) 200 8030
<u>APPLICATIONS</u>	:	E-Mail address: CSTMrecruitment08@nwpg.gov.za
<u>POST 37/193</u>	:	<p><u>ASSISTANT DIRECTOR: MONITORING AND OVERSIGHT REF NO: 51/2025/26</u> Directorate: Monitoring And Oversight</p>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	<p>Bojanala District (1 Post) DR Kenneth Kaunda District (1 Post) DR Ruth Segomotsi Mompati (1 Post)</p>
<u>REQUIREMENTS</u>	:	<p>Grade (12) certificate or equivalent plus National Diploma/Bachelor's Degree in Law. Three (3) to Five (05) years' relevant work experience in Monitoring and Oversight within the safety and security environment of which two (2) years</p>

		must be at supervisory level. Valid Code EB (08) Driving License. Knowledge: Extensive knowledge of Public Finance Management Act (PFMA), Safety and Security Policies, Transformation Policies, National Crime Prevention Strategy (NCPS)/Integrated Crime and Violence Prevention Strategy (ICVPS), South African Police Service Policies, Performance and Resources Management. Knowledge of Civilian Secretariat for Police Service Act. Knowledge of Public Service Act and Regulations. Skills: Computer literacy. Monitoring and Evaluation. Research. Investigations. Project Management. Communications. Conflict Management skills. Policy Analysis. Ability to interpret policies. Good facilitation and presentation skills. Initiative and good interpersonal relationship. Report writing skills. Good verbal and written communication. Ability to function independently and as a team. Ability to work under pressure and long hours. Problem-solving skills and decision-making.
<u>DUTIES</u>	:	Civilian Oversight of the South African Police Service (SAPS): Supervise and conduct research and analyse data on Policing. Supervise and monitor transformation of the SAPS. Monitor SAPS infrastructure development plan. Receive and conduct investigation of service delivery related complaints. Conduct determination of Policing needs and priorities. Monitor SAPS compliance to Domestic Violence Act. Conduct oversight through Police Station visits, based on the implementation of the National Monitoring and Evaluation Tool. Monitor implementation of IPID Recommendations by the SAPS. Participate in the review of the Monitoring Tools, Frameworks, Guidelines and development of policies. Compile reports. Supervise key responsibilities of Subordinates. Management of Resources.
<u>ENQUIRIES</u>	:	Ms D. Letsapa. Tel. 018 200 8091/2
<u>APPLICATIONS</u>	:	E-Mail address: CSTMrecruitment09@nwpg.gov.za
<u>POST 37/194</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND OVERSIGHT REF NO: 52/2025/26</u> Directorate: Monitoring And Oversight
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Ngaka Modiri Molema (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade (12) certificate or equivalent plus National Diploma/Bachelor's Degree in Law. Three (3) to Five (05) years' relevant work experience in Monitoring and Oversight within the safety and security environment of which two (2) years must be at supervisory level. Valid Code EB (08) Driving License. Knowledge: Extensive knowledge of Public Finance Management Act (PFMA), Safety and Security Policies, Transformation Policies, National Crime Prevention Strategy (NCPS)/Integrated Crime and Violence Prevention Strategy (ICVPS), South African Police Service Policies, Performance and Resources Management. Knowledge of Civilian Secretariat for Police Service Act. Knowledge of Public Service Act and Regulations. Skills: Computer literacy. Monitoring and Evaluation. Research. Investigations. Project Management. Communications. Conflict Management skills. Policy Analysis. Ability to interpret policies. Good facilitation and presentation skills. Initiative and good interpersonal relationship. Report writing skills. Good verbal and written communication. Ability to function independently and as a team. Ability to work under pressure and long hours. Problem-solving skills and decision-making.
<u>DUTIES</u>	:	Provide Civilian Oversight of the South African Police Service (SAPS) by: consultation with complainants, conduct investigations into complaints related to police inefficiencies and/or breakdown in relations between police and community, supervise the investigation Unit to ensure compliance with the complaints management framework and case flow management system, Monitor implementation of IPID Recommendations by the SAPS. Implement the Court Watching Brief programme, compile and submit investigation and monthly reports, and statistics, guide and supervise investigations and Supervise key responsibilities of Subordinates. Management of Resources.
<u>ENQUIRIES</u>	:	Ms D. Letsapa Tel. 018 200 8091/2
<u>APPLICATIONS</u>	:	E-Mail address: CSTMrecruitment10@nwpg.gov.za
<u>POST 37/195</u>	:	<u>ASSISTANT DIRECTOR: CRIME PREVENTION REF NO: 53/2025/26</u> Chief Directorate: Provincial Secretariat for Police Service Directorate: Crime Prevention Partnerships
<u>SALARY</u>	:	R582 444.per annum (Level 10)
<u>CENTRE</u>	:	DR Kenneth Kauda (1 Post)

<u>REQUIREMENTS</u>	:	Bojanala (1 Post) Districts Grade (12) certificate or equivalent plus three (3) year National Diploma/ Degree in Social Sciences, Community Development or any related equivalent qualification. Three (3) to Five (5) years' relevant work experience in within Crime Prevention Partnerships or Safety & Security environment of which two (2) years must be at supervisory level. Valid Code EB (08) Driver's License. Knowledge: Knowledge and Understanding of the National Crime Prevention Strategy. Knowledge of the SAPS Act. Knowledge of the Civilian Secretariat Act. Knowledge of Public Service Act and Regulations. Understanding of Public Financial Management Act. Knowledge of Safety Management. Public Service Code of Conduct. Skills: Community Mobilisation. Coordination and facilitation. Negotiation and resource mobilization. Interpersonal and Report writing. Programme and project management skills. Client orientation and customer focus. Basic research and data analysis skills. Ability to interpret policies. Facilitation and Good presentation skills. Good verbal and written communication. Computer literacy (Microsoft, Excel and PowerPoint). Ability to function independently and as a team. Willingness to travel and work irregular hours. Problem solving skills and decision making. Conflict management skills.
<u>DUTIES</u>	:	Mobilise communities against Crime. Establish and promote public –private partnerships. Promote community police relations. Enhance community safety structures within the districts. Enhance the quality and accessibility of safety programmes. Review and implement Provincial Crime Prevention Strategies. Manage key performance responsibilities of the managed.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. KF Nchoe, Tel. Nr 018 200 8096/8097 E-Mail address: CSTMrecruitment11@nwpq.gov.za
<u>POST 37/196</u>	:	<u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: 54/2025/26</u> Directorate: Human Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459.per annum (Level 9) Head Office- Mahikeng Grade 12 Certificate or equivalent. National Diploma/Bachelor's Degree (NQF level 6/7) qualification in Public Management/Public Administration/Administration/Industrial Psychology as recognised by SAQA coupled with three (3) to five (5) years relevant experience in Change Management of which two (2) years must be at a OD Practitioner/ Senior OD Practitioner Level (Level 7/8). A valid driver's license. Knowledge: Knowledge of Public Service Regulations, Public Service Act, Public Finance Management Act, Treasury Regulations and HR practice and procedures. Knowledge of DPSA resolutions and guidelines. Change Management tools, principles and methodologies. Customer Care (Batho Pele Principles). Skills: Good Communication Skills (Verbal and Writing), Good Interpersonal, report writing, Project Management, Presentation, and facilitation skills. Computer Literacy.
<u>DUTIES</u>	:	Coordinate the integration of Service Delivery Improvement Plans. Monitor the coordination of Change Management Engagement Programmes. Coordinate the implementation of Batho Pele programme within the Department. Monitor the Coordination and preparation of Departmental Annual Citizens Report. Conduct individual and organisational climate and culture surveys. Manage all performed administrative activities and key responsibilities of staff.
<u>ENQUIRES APPLICATIONS</u>	:	Ms. K Twasing Tel: 018 200 8076 E-Mail address: CSTMrecruitment12@nwpq.gov.za
<u>POST 37/197</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN REF NO: 55/2025/26</u> Directorate: Human Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459.per annum (Level 9) Head Office- Mahikeng Grade 12 Certificate or equivalent. National Diploma/Bachelor's Degree (NQF level 6/7) qualification in Management Services/Production Management/Operations Management/Industrial Psychology as recognised by SAQA coupled with three (3) to five (5) years relevant experience in Organisational Development of which two (2) years must be at a OD Practitioner/ Senior OD Practitioner Level (Level 7/8). A valid driver's license. Job Evaluation certificate is essential. Knowledge: Knowledge of Directive on changes to organisational structure by departments. Organisational Design principles and procedures. Organisational Functionality Assessment. Business Process Management. Knowledge of Public Service Regulations, Public

		Service Act, Public Finance Management Act, Treasury Regulations and HR practice and procedures. DPSA guide on Job Description and Knowledge of Job Evaluation System. Knowledge of Org-Plus Knowledge of Occupation Specification Dispensation. Work Study Techniques. Skills: Good Communication Skills (Verbal and Writing), Good Interpersonal, report writing, Project Management, Presentation, and facilitation skills. Computer Literacy (MS Word, Excel, Org-Plus, Bizagi/Visio and Compensate-Evaluate System)
<u>DUTIES</u>	:	Manage the development and design of departmental organisational structure. Ensure facilitation of Job Descriptions development process for all employees within the department. Manage the process of conducting Analysis, Evaluation and Grading of posts. Manage rendering of Job Design Services within the Department. Conduct Organisational Functionality Assessment in the Department. Conduct Business Process Mapping in the Department. Manage and assist in the development of job specifications. Manage all performed administrative activities and key responsibilities of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. K Twasing Tel: 018 200 8076
	:	E-Mail address: CSTMrecruitment10@nwpq.gov.za
<u>POST 37/198</u>	:	<u>ASSISTANT DIRECTOR: RESEARCH REF NO: 56/2025/26</u> Directorate: Strategy And Planning
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459.per annum (Level 9)
	:	Head Office- Mahikeng
	:	Grade 12 Certificate or equivalent. National Diploma/Bachelor's Degree (NQF level 6/7) qualification in Public Administration/Management/Statistics/Research/Social Science/Economics/Monitoring and Evaluation as recognised by SAQA coupled with three (3) to five (5) years relevant experience in Research or Evaluation within the public service of which two (2) years must be at a Supervisory Level. A valid driver's license. Knowledge: Understanding of Research methodology. Sound knowledge of Revised Framework for Strategic Plans and Annual Performance Plans and related policies. Knowledge of Public Service Regulations, Public Service Act, Public Finance Management Act, Treasury Regulations. Skills: Good Communication Skills (Verbal and Writing), Good Interpersonal, report writing, Project Management, Presentation, and facilitation skills. Computer Literacy (Strong proficiency in Microsoft Word, Excel, Powerpoint and Statistical software such as SPSS). Ability to work under extreme pressure and travel extensively.
<u>DUTIES</u>	:	Development and implementation of research systems in the Department. Develop and review of the departmental research policy. Conduct data analysis and produce reports on implementation of departmental research policy. Coordinating engagements in the planning, conceptualisation and execution of research studies. Review, analyse and quality assure research outputs (proposals, fieldwork plans, data collection instruments, research reports to ensure alignment with Terms of Reference, research plans and strategic outcomes. Ensure planning and coordination of data collection processes and reporting. Participate in relevant Departmental, Provincial and National engagements related to research. Manage human resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. MJ Moiloa 018 2008376
	:	E-Mail address: CSTMrecruitment11@nwpq.gov.za
<u>POST 37/199</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: 57/2025/26</u> (This is a re-advertisement; candidates who previously applied are encouraged to Reapply) Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459.per annum (Level 9)
	:	head office - Mahikeng
	:	Grade 12 or equivalent plus three (3) year National Diploma/Bachelors Degree in Public Administration /Public Management/Supply Chain Management/Logistic Management/Financial Management or related. Three (3) to Five (5) years work experience in Supply Chain Management, preferably in Acquisition Management Unit of which two (2) years must be at supervisory level. Knowledge: Knowledge of Walker Financial Management System. Knowledge of Legislations/Acts governing SCM (PPPFA, PFMA & Treasury Regulations). Knowledge of Batho Pele Principles. Knowledge of Public

		Service Regulations Act. Skills: Advanced computer literate and Leadership abilities, interpersonal skill, written and verbal communication, Conflict resolution.
<u>DUTIES</u>	:	Develop, design, implement and manage acquisition management processes and systems as well as internal controls, and audit trails across all levels in the department in order to ensure effective and efficient service delivery as well as compliance with the policies and prescript. Design, review and manage implementation of strategic sourcing techniques. Oversee secretariat duties to Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee thereof. Ensure the management and maintenance of departmental contracts are in accordance with Treasury Regulations, PFMA and Service Level Agreement. Provide strategic support, advice and guidance to all responsible managers to ensure compliance with supply chain management prescripts and guideline. Ensure compliance with Central Supplier Database. Supervise and compile tender/ quotation specification as required. Manage all the resources allocated to sub-directorate. Supervise, develop and manage employees performance in accordance with the Employee Performance Management and Development System.
<u>ENQUIRIES</u>	:	Mr. M Lembe Tel No: 018 200 8088
<u>APPLICATIONS</u>	:	E-Mail address: CSTMrecruitment12@nwpg.gov.za
<u>POST 37/200</u>	:	<u>ASSISTANT DIRECTOR: OPERATOR LICENCE & PERMITS REF NO: 58/2022/23</u> This is a re-advertisement; candidates who previously applied are encouraged to reapply Directorate: Operator License and Permits
<u>SALARY</u>	:	R468 459.per annum (Level 9)
<u>CENTRE</u>	:	Mahikeng – Head Office (X1 Post) DR.RSM (X1 Post)
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate or equivalent, plus a three year National Diploma/Bachelor's Degree in Transport Management environment. Three (3) to Five (5) years relevant working experience in Operator License and Permits, of which Two (2) years must be at Supervisory Level. Valid Drivers license (Code 8). Knowledge: Knowledge of the National Land Transport Act No.5 of 2009 and National Land Transport Regulations of 2009, Public Finance Management Act (PFMA), Revenue Act, Public Service Act and Regulations. Knowledge of Public Service Prescripts. Skills: Computer literacy (familiar with the use of Operating License Administration System (OLAS) and Registration Administration System (RAS) and Natis). Good interpersonal relations. Good written and verbal communication skills. Presentation skills. Filing system skills. Creative, Assertive and Confident approach. Reliable and ability to work under pressure and Ability to work as an individual and as a team.
<u>DUTIES</u>	:	Administer, monitor and oversee the business flow of the district. Prepare and advice the Provincial Regulatory Entity (PRE) on all matters to be adjudicated including Transport Appeal Tribunal (TAT) matters. Offer Secretariat services to PRE. Compile monthly and quarterly reports. Administer and report on the usage of face values. Daily review of Operating License Administration System (OLAS) report, and verify whether all cash received has been deposited accordingly. Once every week prepare statistics of number of operating licenses issued and consolidate at the end of the month. Supervise key performance of the managed.
<u>ENQUIRIES</u>	:	B Bopalamo Tel No: 018 3819100
<u>APPLICATIONS</u>	:	E-Mail address: CSTMrecruitment13@nwpg.gov.za
<u>POST 37/201</u>	:	<u>ASSISTANT DIRECTOR- EXPENDITURE (FINANCIAL REPORTING) REF. NO: 59/2025/26</u> (This is a re-advertisement; candidates who previously applied are encouraged to reapply Directorate: Financial Accounting
<u>SALARY</u>	:	R468 459.per annum (Level 9)
<u>CENTRE</u>	:	Head Office – Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent plus three (3) years National Diploma/Bachelor Degree in Accounting/Cost and Management Accounting/Internal Auditing /Financial Management. Three (3) to Five (5) years' experience in Public Service Financial Accounting environment of which

	two (2) years must be at supervisory level. BAS certificates should be attached and a valid driver's licence. Knowledge: Knowledge of the PFMA, Treasury Regulations, BAS, Modified Cash Standard (MCS) & Accounting Manual for Departments (AMD), Auditing and Financial reporting. Skills: Numerical skills, Problem solving skills, Planning and organizing skills, Communication (verbal and written) skills, Computer literacy. Interpersonal Attributes: Ability to work in a team, Ability to work under pressure and to cope with a high workload.
<u>DUTIES</u>	: Compiling the Annual Financial Statements and Interim Financial Statements in line with the Preparation Guide as issued by the Office of the Accountant General, the MCS and the AMD. Attend to all audit queries in respect of the Financial Statements. Ensure that there is proper audit trail and working papers (Audit file) in respect of the Financial Statements. Assist in providing financial inputs into the Annual Report. Assist in developing a project plan for monthly, quarterly and Annual Financial Statements. Review the monthly general ledger reconciliations against the trial balance and supporting documentation. Identify any discrepancies on the general ledger reconciliations and propose corrective actions. Assist in managing the audit process and other requests for accounting and reporting. Assist in clearing audit queries and facilitate the development and implementation of audit action plans. Ensure the implementation of measures for improving financial reporting (AFS and IFS). Supervise personnel
<u>ENQUIRIES APPLICATIONS</u>	: Ms. K. Tswaile Tel. 018 200 8144 : E-Mail address: CSTMrecruitment26@nwpq.gov.za
<u>POST 37/202</u>	: <u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: 60/2025/26</u> (This is a re-advertisement; candidates who previously applied are encouraged to reapply) Directorate: Human Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	: R468 459 per annum (Level 9) : Head Office- Mahikeng : Grade 12 or equivalent, plus three (3) year National Diploma/Bachelors Degree in Human Resource Management/Public Management/Public Administration. A Three (3) to Five (5) years work experience in Conditions of Service benefits of which two (2) years must be at a Personnel Practitioner/ Senior Personnel Practitioner Level (Level 7/8). PERSAL Certificate in Leave and PERSAL Personnel Administration are mandatory. A valid driver's license. Knowledge: Public Service Act, 1994 as amended, Public Service Regulations 2016, Basic Conditions of employment Act 1997, Code of Conduct in the Public Service, Labour Relations Act, Government Employee Pension Fund Law of 1996, Public Finance Management Act, Human Resource Management Policies & practices, PSCBC Resolutions, Determination on Leave of absence in the Public Service, Government Employee Housing Scheme (GEHS), Government Employee Medical Aid Scheme (GEMS). On-line submission of Pension applications on Pension Case Management (PCM). SKILLS: Ability to interpret Policies. Practical experience in PERSAL System, and Pension Case Management. Skilled in the Microsoft Word, EXCEL & PowerPoint. Excellent communication skills (written and verbal). Ability to work under pressure, independently, in a team and working awkward hours. Analytical, organizing, planning, presentation and stakeholder liaison skills. Conflict management & resolution, negotiation skills. Good interpersonal relations. Ability to adhere to strict deadlines.
<u>DUTIES</u>	: Develop, implement and review HRM policies related to Conditions of Service benefits. Manage and monitor the implementation of conditions of service and benefits such as Leave, resettlement, medical aid, long service award & recognition, leave gratuity, housing allowance, overtime etc in terms of applicable PSCBC resolutions. Auditing capped leave days & conduct leave reconciliation process. Monitor PERSAL Suspense file. Prepare requests for registering of System Change Control (SCC). Manage the implementation of service termination process and exit interviews. General administration of Pension matters. Process admission to Government Employee Pension Fund. Administer processing of nomination of beneficiaries. Effective and timeous approval, and authorisation of Persal transactions. Effective On-line approval of Pension Case Management transactions. Management of employee performance and development processes and ensure compliance to the PMDS directives. Prepare monthly, quarterly and annual reports with regard to operational plans, Risk management registers, and Audit Action plans etc.

		Manage human resources administration enquiries to ensure the correct implementation of Human Resource Management policies and practices.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. PK Letebejana, Tel. no.018 200 8052
	:	E-Mail address: CSTMrecruitment27@nwpg.gov.za
<u>POST 37/203</u>	:	<u>SENIOR ADMINISTRATION OFFICER REF NO: 61/2025/26</u>
		Directorate: Monitoring And Oversight
<u>SALARY CENTRE</u>	:	R397 116 per annum (Level 8)
	:	DR Ruth Segomotsi Mompoti (1 Post)
		Bojanala (1 Post)
		DR Kenneth Kaunda (1 Post)
<u>REQUIREMENTS</u>	:	Grade (12) certificate or equivalent plus three (3) years National Diploma/Degree in Law, Para Legal, Administration/Management. Two (2) to Five (5) years relevant working experience in relevant work environment within monitoring and oversight environment. Valid Code EB (08) Driving License. Knowledge: Civilian Secretariat for Police Service Act. South African Police Services (SAPS) Act. Independent Police Investigative Directorate Act. SAPS Transformation Policies. National Crime Prevention Strategy/Integrated Crime and Violence Prevention Strategy (ICVPS). Performance and Human Resource Management Policies, intensive administrative skills and understanding reporting procedure and Departmental mandate. Skills: Computer literacy. Monitoring and Oversight. Conflict Management skills. Communication skills (verbal and written). Organizing and planning. Report writing. Initiative and good interpersonal relationship. Ability to work under pressure and long hours. Ability to interpret policies. Ability to function independently and as a team. Problem solving skills and decision making. Project skills.
<u>DUTIES</u>	:	Provide administration to the sub-directorate. Record, organize, store, capture and retrieve correspondence and data line function. Update registers and statistics. Arrange travelling and accommodation. Assist in the development and planning of M&E Projects. Assist in designing and development of tools and guidelines for monitoring and oversight programme. Assist in piloting of M&E tools, recommend challenges in the review of the tool. Assist during the collection of data and source documents at Police Stations, Districts and Provincial Offices as well as SAPS Specialised Units. Capture and Analyse data. Compile individual site reports and provide oversight feedback and recommendations to the SAPS. Provide support in the implementation of special projects as identified by the Minister, Secretary of Police, Head of Provincial Secretary/Head of Department and Member of the Executive Committee. Manage key performance responsibilities of the managed.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms D. Letsapa, Tel. Nr 018 200 8091/2
	:	E-Mail address: CSTMrecruitment28@nwpg.gov.za
<u>POST 37/204</u>	:	<u>SENIOR ADMIN OFFICER: CRIME PREVENTION PARTNERSHIPS REF NO: 62/2025/26</u>
		Directorate: Crime Prevention Partnerships
<u>SALARY CENTRE</u>	:	R397 116 per annum (Level 8)
	:	Bojanala (X1 Post)
		DR Kenneth Kaunda (X1 Post)
		DR Ruth Segomotsi Mompoti (X1 Post)
		Ngaka Modiri Molema (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent and three (3) year National Diploma/Degree in Social Science /Community Development. Two (2) to Five (5) years relevant working experience in relevant work environment within Crime Prevention Partnership or safety and security. Valid Code EB (08) Driver's License. Knowledge: Knowledge and Understanding of the National Crime Prevention Strategy. Knowledge of the SAPS Act. Knowledge of the Civilian Secretariat Act. Knowledge of Public Service Act and Regulations. Understanding of Public Financial Management Act. Knowledge of Safety Management. Public Service Code of Conduct. Skills: Community Mobilisation. Coordination and facilitation. Negotiation and resource mobilization. Interpersonal skills and Report writing. Programme and project management skills. Client orientation and customer focus. Basic research and data analysis skills. Ability to interpret policies.

		Facilitation and Good presentation skills. Good verbal and written communication. Computer literacy (Internet, Microsoft, Excel and PowerPoint). Ability to function independently and as a team. Willingness to travel and work irregular hours. Problem-solving skills and decision making. Conflict management skills.
<u>DUTIES</u>	:	Mobilise Communities against Crime. Establish and promote crime prevention partnerships. Promote community police relations. Administer assessment tools. Analyse and interpret data. Compile assessment reports. Manage key performance responsibilities of the managed.
<u>ENQUIRIES</u>	:	Ms. KF Nchoe, Tel. Nr 018 200 8096/8097
<u>APPLICATIONS</u>	:	E-Mail address: CSTMrecruitment30@nwpg.gov.za
<u>POST 37/205</u>	:	<u>SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: 63/2025/26</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R397 116 per annum (Level 8)
<u>CENTRE</u>	:	Head Office- Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent. National Diploma/Bachelor's Degree (NQF level 6/7) qualification in Management Services/Production Management/Operations Management/Industrial Psychology as recognised by SAQA coupled with two (2) to five (5) years relevant experience in Organisational Development. A valid driver's license. Job Evaluation certificate will be added as an advantage. Knowledge: Knowledge of Directive on changes to organisational structure by departments. Organisational Design principles and procedures. Organisational Functionality Assessment. Business Process Management. Knowledge of Public Service Regulations, Public Service Act, Public Finance Management Act, Treasury Regulations and HR practice and procedures. DPSA guide on Job Description and Knowledge of Job Evaluation System. Knowledge of Org-Plus Knowledge of Occupation Specification Dispensation. Work Study Techniques. Skills: Good Communication Skills (Verbal and Writing), Good Interpersonal, report writing, Project Management, Presentation, and facilitation skills. Computer Literacy (MS Word, Excel, Org-Plus, Bizagi/Visio and Compensate-Evaluate System)
<u>DUTIES</u>	:	Render the development and design of Departmental Organisational Structure. Render Job Design services within the Department. Provide assistance and advice in the development of Job descriptions for all employees within the department. Conduct Analysis, Evaluation and Grading of posts. Implementation of DPSA directive and resolutions. Conduct Organisational Functionality Assessment in the Department. Conduct Business Process Mapping in the Department. Assist in the development of Job Specifications. Supervise the key areas of subordinates.
<u>ENQUIRIES</u>	:	Ms. K Twasing Tel: 018 200 8076
<u>APPLICATIONS</u>	:	E-Mail address: CSTMrecruitment30@nwpg.gov.za
<u>POST 37/206</u>	:	<u>ADMINISTRATION OFFICER REF NO: 64/2025/26</u> Directorate: Monitoring And Oversight
<u>SALARY</u>	:	R325 101 per annum (Level 7)
<u>CENTRE</u>	:	DR Ruth Segomotsi Mompoti (X2 Post) Bojanala (X2 Post) DR Kenneth Kaunda (X1 Post)
<u>REQUIREMENTS</u>	:	Grade (12) certificate or equivalent plus three (3) years National Diploma in Public Administration/Administration/Public Management. Valid Code EB (08) Driving License. No experience required. Knowledge: Civilian Secretariat for Police Service Act. South African Police Services (SAPS) Act. Independent Police Investigative Directorate Act. SAPS Transformation Policies. National Crime Prevention Strategy. Performance and Human Resource Management Policies, intensive administrative skills and understanding reporting procedure and Departmental mandate. Skills: Computer literacy. Monitoring and Oversight. Conflict Management skills. Communication skills (verbal and written). Organizing and planning. Report writing. Initiative and good interpersonal relationship. Ability to work under pressure and long hours. Ability to interpret policies. Ability to function independently and as a team. Problem solving skills and decision making. Project skills.
<u>DUTIES</u>	:	Provide administration to the sub-directorate. Record, organize, store, capture and retrieve correspondence and data line function. Update registers and

		statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component by maintaining a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms D. Letsapa, Tel. Nr 018 200 8091/2
	:	E-Mail address: CSTMrecruitment34@nwpg.gov.za
<u>POST 37/207</u>	:	<u>ADMINISTRATION OFFICER: PLANNING REF NO: 65/2025/26</u>
		Directorate: Strategy And Planning
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101.per annum (Level 7)
	:	Head Office- Mahikeng
	:	Grade 12 Certificate or equivalent. National Diploma/Bachelor's Degree (NQF level 6/7) qualification in Public Administration/Management or related qualification as recognised by SAQA). No experience required. A valid driver's license. Knowledge: Knowledge of Public Service Act, PFMA and Public Finance Regulations. Sound knowledge of frameworks and policies governing strategic planning, monitoring & Evaluation. Skills: Planning and Organizing, Analytical, Report writing, Presentation, Communication and Good Interpersonal relations skills. Computer Literacy. Ability to work on tight deadlines and under pressure.
<u>DUTIES</u>	:	Provide support in the development of the Departmental Annual Performance Plan, Operational Plan and Standard Operating Procedures in line with National and Provincial Planning Frameworks. Participate in the development of strategic planning templates and distribute templates required. Maintain a records and filing system for strategic planning information including distribution of approved departmental plans. Assist with arranging and facilitation of strategic planning sessions. Provide general administrative support and provide secretarial support during planning meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. K Menoe Tel: 018 200 8059
	:	E-Mail address: CSTMrecruitment35@nwpg.gov.za
<u>POST 37/208</u>	:	<u>ADMINISTRATION OFFICER: RESEARCH REF NO: 66/2025/26</u>
		Directorate: Strategy And Planning
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101.per annum (Level 7)
	:	Head Office- Mahikeng
	:	Grade 12 Certificate or equivalent. National Diploma/Bachelor's Degree (NQF level 6/7) qualification in Public Administration/Management/Statistics/Research/ Monitoring and Evaluation as recognised by SAQA). No experience required. A valid driver's license. Knowledge: Knowledge of Public Service Act, PFMA and Public Finance Regulations. Understanding of Research Methodology and analytical skills. Skills: Computer Literacy (Strong Proficiency in Microsoft Word, Excel, Powerpoint and Statistical Software such as SPSS). Communication (verbal & Written), Interpersonal, Presentation and Report Writing skills. Ability to work under pressure and willingness to travel and work long hours as required.
<u>DUTIES</u>	:	Support development and implementation of research systems in the department. Assist with development and review of departmental research policy. Assist with conducting research, data collection and fieldwork. Information retrieval and data capturing. Office Administration and filing. Provide general administrative support for research projects and provide secretarial support during research meetings, and related sessions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. K Menoe Tel: 018 200 8059
	:	E-Mail address: CSTMrecruitment37@nwpg.gov.za
<u>POST 37/209</u>	:	<u>ADMIN OFFICER: CRIME PREVENTION REF NO: 67/2025/26</u>
		Chief Directorate: Provincial Secretariat for Police Service
		Directorate: Crime Prevention Partnerships
<u>SALARY</u>	:	R294 321 per annum (Level 7)

<u>CENTRE</u>	:	Bojanala District (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent and three (3) year National Diploma/Degree in Public Administration /Administration or any related equivalent qualification. No experience required. Valid Code EB (08) Driver's License. Knowledge: Knowledge of Public Service Act and Regulations. Understanding of Public Financial Management Act. Knowledge of Public Service Code of Conduct. Knowledge and understanding of basic procurement processes Skills: Administration. Coordination and facilitation. Negotiation and resource mobilization. Interpersonal and Report writing. Good verbal and written communication. Computer literacy (Microsoft, Excel and PowerPoint). Ability to function independently and as a team. Problem solving skills. Conflict management skills.
<u>DUTIES</u>	:	Provide administrative support to the Sub-Directorate. Attend to the Procurement processes for the Sub-Directorate. Manage all allocated resources. Compile minutes and reports. Manage key performance responsibilities of the managed.
<u>ENQUIRIES</u>	:	Ms. KF Nchoe, Tel. 018 200 8096/8097
<u>APPLICATIONS</u>	:	E-Mail address: CSTMrecruitment38@nwpg.gov.za