

**PROVINCIAL ADMINISTRATION: NORTH WEST
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. 018 200 8258 OR email to the relevant e-mail address associated with the post applied for.
- CLOSING DATE** : 07 November 2025 (Posted, Handed and E-mailed Applications must have reached The Department by 16h30 pm Walk-in and 00h00 Mid-night online, late applications as a rule are not accepted).
- NOTE** : Please Note: 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. 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.

OTHER POST

<u>POST 39/245</u>	:	<u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: 54/2025/26</u> Directorate: Human Resource Management This is a re-advertisement; candidates who previously applied are encouraged to Reapply)
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<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/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 Practitioner/ Senior 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>ENQUIRIES</u>	:	Ms. K Twasing Tel No: (018) 200 8076
<u>APPLICATIONS</u>	:	E-Mail address: CSTMrecruitment12@nwpg.gov.za

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION, AND TOURISM

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) e.g. Whites, Indians, Coloureds, Africans and other marginalized groups. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representivity will receive preference.

<u>APPLICATIONS</u>	:	Completed newly subscribed Z83 application forms and the Comprehensive CV quoting the relevant reference number, may either be hand-delivered to Department of Economic Development, Environment, Conservation and Tourism, NWDC Building, Cnr University Drive and Provident Street, Mmabatho, 2745 or use the correct Email as referenced in each advert, E-mail: ApplicationsDEDECT1-7@nwpg.gov.za (1-7) Email: ApplicationsDEDECT8-10@nwpg.gov.za (8-10) E-mail: dedectapplications@nwpg.gov.za (11-15)
<u>CLOSING DATE</u>	:	07 November 2025, (Posted, Handed and E-mailed Applications must have reached the Department by 16h30 pm Walk-in and 00h00 Mid-night online (late submissions as a rule, will not be accepted).
<u>NOTE</u>	:	Please Note: On the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All attachments for Online Submission

must include Only Z83 Form and Updated Curriculum Vitae be in PDF Format, as one document. Failure to do so, your application will be disqualified. Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, the form is obtainable from any Public Service Departments or on the DPSA Website, www.dpsa.gov.za. Part A must be fully completed by the applicant, indicate correct advertised Post name and Reference number, Centre, Notice period on the z83 form. Z83 form part of Declaration must be signed, dated and initialed only on the first page. The Z83 Form must be accompanied by a recently updated/ detailed Curriculum Vitae and include three (3) names contactable referees. The personal details and the subjects of relevant qualification, should be mentioned on the CV, also clearly indicating current positions held in a sequence dates. Outline or provide sufficient information about related experience and key responsibilities with respective dates. Part B, C and D must be fully completed. Part E, F and G do not need to be completed if the CV has provided the updated information. Part F is compulsory to be completed for applicants seeking re-employment into Public Service. 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) only when shortlisted. Only shortlisted candidate(s) for post will be required to submit certified documents on or before the day of the interview. Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion (Nyukela) obtain via this link: <https://www.thensg.gov.za>. Failure to submit the requested information will result in your application not being considered. The e-mailed applications will be accepted. Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. Applicant's previous information as background/reference checks will be verified through contactable referees. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, asset records, qualifications verification and vetting. The Department reserves the right not to make any appointments to the advertised posts. The successful candidate will enter into an annual performance agreement and annually disclose his/her financial interest. NB: All shortlisted candidate(s) for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job. Recommended candidate(s) will be required to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you do not receive any response from us within three months after the closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

<u>POST 39/246</u>	:	<u>DIRECTOR: TOURIST GUIDING AND REGULATORY SERVICES REF NO: 01/DEDECT/ 2025/NW</u>
<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 will be required to enter into an employment contract and performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Mafikeng
	:	Matric (Grade 12) Certificate plus Bachelor's degree in Tourism Management, related field or equivalent (NQF Level 7). Must have at least minimum of five (5) years' experience in middle/senior managerial level. A valid driver's license. Competencies: Proven strategic planning and advance Project Management. Flexibility to work awkward hours and weekends, proven coordination and project management skills. Ability to work with diverse internal and external stakeholders. Advanced computer literacy such as excel and power point. Knowledge: In-depth knowledge in tourism related policies, strategies Extensive knowledge and understanding of the tourism value chain. In-depth knowledge of prescripts and processes applicable within the Public Service like

		Public Financial Management Act. Good understanding of the Provincial Tourism dynamic.
<u>DUTIES</u>	:	Legislative appointment as Provincial Registrar and all related duties, Provincial Tourism Complaints Officer, Investigate and report on all the complaints and report to National, Represent the Province at the Registrars Forum at National. Management the Directorates Financial and Human Resources, strategic management, project and programme management, the development of systems for the registration of tourist guides across all the districts. Manage compliance with applicable legislative requirements for registration of tourist guides and tourism business. Manage and facilitate the resolution of tourism complaints. Administer the reported tourism complaints in liaison with the Director. Coordinate the implementation of training, capacity building programmes, workshops, seminars for tourist guides and/or tour operators etc. across the province. Coordinate the implementation of enforcement compliance awareness inspections with different stakeholders.
<u>ENQUIRY APPLICATIONS</u>	:	Ms Sarah Manone Tel No: (018) 388 5512 Use the correct E-mail: dedectapplications@nwpg.gov.za

OTHER POSTS

<u>POST 39/247</u>	:	<u>DEPUTY DIRECTOR: INTERNAL COMMUNICATIONS REF NO: 02 /DEDECT /2025/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all- inclusive package) Head Office - Mahikeng Matric (Grade 12) certificate plus Bachelor's degree in Communications / Public Relations / Marketing / Journalism (NQF Level 7). Three (3) years' first level / middle management relevant experience. Competencies Knowledge: Knowledge: The Government Communication and Information System Government Communication strategies and policies; Public Finance Management Act; Public Service Regulations; Public Service Act; Public Service Code of Conduct; All Labour Legislations; Departmental policies and procedures; Corporate governance; Minimum Information Security Standard; Batho Pele Principles. Skills: Communication. Creative Writing. Editing and proofreading. Computer literacy. Management. Analytical. Project Management. Conflict Management.
<u>DUTIES</u>	:	Manage Internal Communications. Manage Corporate Identity, Publications and Graphic Design Services. Manage Website, Intranet and Social Media Pages. Manage Internal Event Services including promotional material. Manage resources in the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Jeremiah Matebesi Tel No: (018) 388 1335 Use the correct E-mail: dedectapplications@nwpg.gov.za
<u>POST 39/248</u>	:	<u>DEPUTY DIRECTOR: LIQUOR ADMINISTRATION REF NO: 03/DEDECT/2025/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all- inclusive package) Head Office - Mahikeng Matric (Grade 12) Certificate plus bachelor's degree in law/public administration/ Business Administration/Management or equivalent (NQF 7). A minimum of 3 years' first level/middle management experience in the regulatory environment, experience in liquor related field will be an added advantage. A valid driver's license. Competencies Ability to interpret and apply policies and guidelines, preferably in legislative framework. Highly motivated analytical individual who has the ability to work independently. Good verbal and written communication skills. Excellent Organizational, planning and management skills. Computer literacy and research skills. Understanding of government policies. Good interpersonal and customers skills. Ability to work in a team and under pressure. Extensive knowledge and understanding of PFMA, PAJA, PAIA, POPIA the National and Provincial liquor legislation.
<u>DUTIES</u>	:	Manage and oversee the Liquor Administration Sub-directorate; Manage the overall Administration pertaining to applications of liquor licenses and ensure implementation of liquor legislation and policies. Ensuring all applications are received, recorded and validated. Monitor liquor application system and generate reports. Manage the provision of secretariat support and administrative services of the liquor board. Manage all correspondences and complaints. Ensure that all board resolutions are communicated.

		Understanding on implication of court papers. Communicate with all relevant stakeholders. Manage the finances of the sub unit. Manage the provision of liquor renewals and revenue services. Submit monthly and quarterly reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Khumo Taoana Tel No: (018) 388 5959 Use the correct E-mail: dedectapplications@nwpg.gov.za
<u>POST 39/249</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 04/DEDECT/2025/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all- inclusive remuneration package) Head Office - Mahikeng Matric (Grade 12) Certificate plus Bachelor's Degree in Social Work/Psychology or equivalent. (NQF 7) Minimum three (3) years' first level/middle management experience in Employee Health and Wellness (EHW) environment. Registration with Health Professions Council of South Africa (HPCSA) or South African Council for Social Services Professions (SACSSP). Must be in possession of a valid driver's licence. Competencies: Knowledge of Employee Health and Wellness Strategic Framework in the Public Service and its related policies. Knowledge of Occupational Health and Safety Act, and COIDA Act Problem solving and good communication skills. Planning and organising skills. Writing and analytical skills. Computer literacy. Facilitation and presentation skills. Project Management skills.
<u>DUTIES</u>	:	Manage the implementation of Occupational Health, Safety and Environmental Management strategies and programmes. Manage the implementation of HIV and AIDS, TB and other communicable diseases. Ensure implementation of prevention, support and treatment care programmes. Manage the implementation of Health and Productivity Management programmes. Manage and facilitate the implementation of the Employee Health and Wellness Management programmes. Develop Policies and Standard Operating Procedures to guide the implementation of (EHW); HIV, TB and STI's; Safety, Health, Environment, Risk and Quality; as well as; Health and Productivity Management programmes. Management of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Vuyisile Mkhokheli Tel No: (018) 388 5008 Use the correct E-mail: dedectapplications@nwpg.gov.za
<u>POST 39/250</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION SUPPORT AND CO-ORDINATION MEC SUPPORT REF NO: 05/DEDECT/2025/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package) Head Office Mahikeng Matric (Grade 12) Certificate plus appropriate bachelor's degree or equivalent. (NQF7) A minimum of three (3) year's first level/middle management relevant experience. 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.
<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>	:	Mr. Vuyisile Mkhokheli Tel No: (018) 388- 5008 Use the correct E-mail: dedectapplications@nwpg.gov.za

<u>POST 39/251</u>	:	<u>DEPUTY DIRECTOR: TOURISM GROWTH AND DEVELOPMENT REF NO: 06/DEDECT/2025/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package) Dr Ruth Mompoti Segomotsi Mompoti Matric (Grade 12) Certificate plus Bachelor's Degree in Tourism Management,/ Development Studies, /Sustainable Development or equivalent. (NQF7) Minimum of 3 years first level/middle management relevant experience. Stakeholder co-ordination and management at provincial and local level. Advanced project management expertise. Advanced Knowledge of the Tourism industry, related Legislation and Policies. A valid driver's license. Competencies /Knowledge/Skills: Knowledge in tourism related policies, strategies and guidelines. In-depth knowledge of government planning, norms, standards and applicable legislation. Public service finance management and reporting systems. Project management techniques, systems. Risk Management. Project management. Proven strategic planning. Planning and organizing skills. Research and analyzing skills to be able to interpret the feasibility study, viability studies and market intelligence predicting which direction tourism development should take. Presentation skills. Financial Management. Excellent Communication skills. Negotiation skills. Good computer literacy.
<u>DUTIES</u>	:	Undertake tourism development needs assessment in the district. Design and roll out support measures to enhance tourism development and promotion in the district. Coordinate the Departments programmes and activities in the districts. Develop and roll out an effective tourism stakeholder framework and advisory system. Attend and present plans, strategies of the department at district and local structures. Manage the operations of the district office.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Tlhopane Nthatsi Tel No: (018) 388 5970 Use the correct E-mail: dedectapplications@nwpg.gov.za
<u>POST 39/252</u>	:	<u>MANAGER IN THE OFFICE OF THE HOD REF NO: 07/DEDECT/2025/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package) Head Office – Mahikeng Matric (Grade 12) Certificate plus bachelor's degree in public administration/or Equivalent (NQF7) Minimum of three (3) years' first level/middle management Experience in Related Field. Proven experience in supervisory position preferable in the office of the Executive management/ Accounting officer. Driver's Licence. Competency: Report Writing Skills. Good Verbal and Written Communication Skills. Understanding and Interpretation of Public Service Policy and Cluster System. Strategic Planning. Good Interpersonal Customer Relations Skills. Computer Operational Skills and Knowledge of Microsoft Programmes. Financial Management. Ability to Work as a Team and Under Pressure.
<u>DUTIES</u>	:	Manage The Incoming and Outgoing Documents and Correspondence in the Office of HoD. Liaise With Internal Clients and Other Relevant Stakeholders for Information. Provide Administration Support and Secretariat Services to the HoD. Prepare Annual Schedule to Facilitate and Coordinate H.O.D Meeting. Manage the HoD 'S Office Budget and ensure that Procurement of Goods and Services Is in line with the procurement legislative framework.
<u>ENQUIRES APPLICATIONS</u>	:	Mr. Vuyisile Mkhokheli Tel No: (018) 388 5008 Use the correct E-mail: dedectapplications@nwpg.gov.za
<u>POST 39/253</u>	:	<u>DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 08/DEDECT/2025/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive package) Head Office - Mahikeng Matric (Grade 12) Certificate plus three (3) year auditing tertiary qualification or equivalent (NQF 7), three (3) years' first level/middle management experience in the relevant field. Auditing experience with completed articles will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of PFMA, Knowledge of treasury regulations, Knowledge of public services regulations, Knowledge of supply chain management framework policy and any latest developments in this area. Good communication skills, computer skills, writing skills, accounting skills and auditing skills.

<u>DUTIES</u>	:	Manage the development and monitor implementation of standard operating procedures, policies, and administrative controls to ensure compliance. Identify potential strategic and operational risks in the financial management environment, recommend, and implement mitigation strategies. Manage processes to detect, prevent and report losses, fruitless, wasteful, and irregular expenditure. Ensure coordination of internal and external audits in the office. Ensure the implementation of improvement plans. Management of fraud and loss factors. Manage the retention of financial records.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Oduetse. Diutlwileng Tel No: (018) 388 5927 Use the correct E-mail: dedectapplications@nwpg.gov.za
<u>POST 39/254</u>	:	<u>SCIENTIST PRODUCTION GRADE B – ECOLOGIST REF NO: 09/DEDECT/2025/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R866 304 per annum, (OSD Determination) Head Office – Mahikeng Matric (Grade 12) Certificate plus M.Sc. Biological science or Conversation Biology. Minimum of 14 years' experience in Ecology as scientists. Working experience in a government or research environment is required, as is proven experience in running conservation related projects. Valid drivers' license code 08 (EB). Must be registered with SACNASP in relevant field as required by OSD. Competencies: Through understanding of Ecology principles in the fields of Zoology, botany and conservation biology focusing on herbivores. Thorough understanding/experience of the application, evaluation and implementations of carrying capacity models. Through understanding/experience of conducting ecological surveying techniques collecting data for modelling purposes. Thorough understanding of the principles and application of GIS. Sound understanding of the principles of experimental design and statistics. Ability to manage, motivate and mentor staff to ensure maximum productivity and optimal development of skills. Demonstrate the ability to effectively communicate and interface with a wide variety of stakeholders (public, scientists, staff etc.) including the ability to chair meeting, run workshops, deliver scientific and popular papers. Strategic thinker with the ability to priorities and adapt according to circumstances. Knowledge of CITES and RED DATA species. Ability to work effectively as a leader and part of multi-disciplinary teams. Must be physically fit and willingly and able to undertake strenuous fieldwork.
<u>DUTIES</u>	:	Provide sound ecological information on herbivores as an ecologist and advice to Department on all aspects of biodiversity conservation, biodiversity projects and relevant legislative inter actions. Initiate, coordinate and undertake biodiversity research projects and programmes that provide information contributing to better understanding of species and ecosystems and that support conservation management decisions. Design and undertake monitoring programmes to evaluate conservation goal attainment and the effectiveness of management interventions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Willem Boshoff Tel No: (018) 389 5204 Use the correct E-mail: dedectapplications@nwpg.gov.za
<u>POST 39/255</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER: GRADE A (ENVIRONMENTAL INFORMATION MANAGEMENT AND REPORTING) REF NO: 10/DEDECT/2025/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R612 480 per annum, (OSD Determination) Head Office – Mahikeng Matric (Grade 12) Certificate plus 4-year degree (NQF 7) majoring in the field of Information Management or Environmental Management or equivalent. Minimum of ten (10) years' experience in environmental management and information management. Experience in use of spatial data. Valid drivers' licence code 08 (EB). Competencies: Knowledge on environmental indicators. Sound knowledge of South African Environmental Legislation, Policies, Protocols and Interventions. Knowledge of various other national, local and provincial government laws, strategies and plans affecting the environment (e.g. NDP, PDP, EIP). General awareness of environmental issues. Knowledge on Public Service delivery and of Batho Pele principles. Advanced computer literacy in MS Office (MS Word, MS Excel, and MS Outlook). Experience in the use of GIS software. Good verbal and written communication skills. Environmental indicators framework. Database management. Data processing

		and interpretation skills. Managerial skills: project Management skills, financial management analytical skills. Time management skills. Conflict management skills. Report writing skills. Personal attributes: conscientious, dedicated, innovative, organised and ability to meet deadlines. Ability to work in a team and independently.
<u>DUTIES</u>	:	Provide effective reporting services for the Programme Environmental Services eg. Reporting on implementation of the Environmental Sector Local Government Implementation Plan, Compilation and submission of departmental Monthly, Quarterly and Annual reports for Chief Directorate. Liaise with stakeholders on all aspects of environmental reporting. Coordinate Strategic Planning activities for the Chief Directorate. Develop an integrated state of the environment reporting system including the collection of data and development of provincial environmental performance indicators. Support the state of environment reporting at local level. Participate and provide input into relevant National and Provincial Forums. Develop and maintain an integrated Environmental Information Management System, including GIS, to support reporting, spatial information, environmental permitting, impact assessments and various information systems as required by legislation. Overall management of information management system projects and other related projects. Mapping, storage and processing of spatial data in line with the District Development Model and DPME guideline. Perform administrative duties related to the post and assist with budget inputs and planning. Manage staff and resources within the sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Tharina Boshoff at 079 511 2320 Use the correct E-mail: dedectapplications@nwpg.gov.za
<u>POST 39/256</u>	:	<u>CONTROL BIODIVERSITY OFFICER: GRADE A BIODIVERSITY PERMITTING AND CRIMINAL INVESTIGATIONS REF NO: 11/DEDECT/2025/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R612 480 per annum, (OSD Determination)
	:	Mahikeng
	:	Matric (Grade 12) Certificate plus Bachelor's degree (NQF7) in Nature Conservation in Nature Conservation/Environmental Management Sciences/Natural Sciences or equivalent Additional National Diploma in Policing Science and/or EMI certificate will be an added advantage At least three (3) years' experience in Biodiversity Regulatory at supervisory level A valid driver's license. Competencies: Knowledge of sustainable use of natural resources and ecosystems, alien and invasive species, cites and threatened or protected species Criminal Case Management competencies Ability to testify and adduce evidence in court Extensive knowledge of the Promotion of Administrative Justice Act and Criminal Procedure Act Conversant with contents of legislative frameworks governing biodiversity management and conservation Ability to use computers, verbal & written communication, report writing, work in and outdoors under pressure, and extensive driving.
<u>DUTIES</u>	:	The successful candidate will be required to manage Biodiversity Permitting and Investigation Sub-directorate of the North West Province Management of nature conservation based investigations and the permitting processes within the Province Management and generation of the provincial biodiversity permitting, administrative and criminal cases statistics for reporting purposes at both provincial and national levels Management of the provincial elephant tusk and rhino horn stock Establish and manage provincial wildlife crime forums with various stakeholders, and facilitate of the intelligence driven investigation processes Represent the province at national and international forums Biodiversity Prepare monthly, quarterly and annual reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Jonathan Denga Tel No: (018) 389 5527 Use the correct E-mail: dedectapplications@nwpg.gov.za
<u>POST 39/257</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A: WASTE MANAGEMENT REF NO: 12/DEDECT/2025/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R612 480 per annum, (OSD Determination)
	:	Head Office Mahikeng
	:	Matric (Grade 12) Certificate plus Minimum of three(3) Year Degree in Environmental Management/ Science or Natural Science or equivalent. Minimum of 4 years' appropriate experience in an area after obtaining the relevant qualification. Competencies: Environmental legislation, regulations

DUTIES

and policy formulation. Monitoring techniques for waste facilities. Basic knowledge of environmental issues, Interpretation of legislation, good communication skills (verbal and written), Project management skill, Problem-solving, Computer literacy, report-writing and evaluation skills; ability to work under pressure, time conscious, teamwork, dedicated and trustworthy. It is compulsory to have driver's license. Basic GIS is as added advantage.

: Manage the development and implementation of Provincial integrated waste management plans (IWMP); Support municipalities and industries in the development and implementation of their Integrated Waste Management Plans (IWMPs). Manage the implementation of strategies and programs to promote the waste management hierarchy. Manage response to emergency incidents and complaints pertaining to waste activities. Management and evaluation of the Waste Management License applications (including Section 24 G, Basic Assessment Report, Scoping Reports, Variations, Renewals, Reviews, Surrender and Registration of Waste management activities with Norms and Standards) and undertake site inspection, in reaching legally defensible decision within operational plan timeframe and uploaded on National Environmental Authorization System. Manage the implementation of Waste Information system in the province. Perform and manage administrative and related functions.

**ENQUIRIES
APPLICATIONS**

: Ms. Basadi Moselagomo at 072 240 5551
Use the correct E-mail: dedectapplications@nwpg.gov.za

POST 39/258

: **CONTROL ENVIRONMENTAL OFFICER: GRADE A (CLIMATE CHANGE)**
REF NO: 13/DEDECT/2025/NW
(12 Months contract)

**SALARY
CENTRE
REQUIREMENTS**

: R612 480 per annum, (OSD Determination)
: Mmabatho
: Matric (Grade12) certificate plus four-year degree in Environmental Sciences (Natural/Physical/Environmental Sciences). Minimum of ten (10) years' post-qualification experience in environmental management with a focus on or experience in climate change. Valid driver's license). Competencies Sound knowledge of: Development and implementation of environmental policies, legislation, strategies, action plans and standards; Provincial strategies and implementation plans affecting climate change; Public service delivery and Batho Pele principles; Environmental issues specifically with climate change mitigation and adaptation measures. Relevant skills: Project management, budgeting and financial management; Managerial and supervisory abilities; Stakeholder engagement, Negotiation and conflict management; Advanced written and verbal communication and report writing; Computer literacy, including GIS and MS Office. Personal attributes: conscientious, dedicated, innovative, organised and able to meet deadlines; capable of working both independently and in a team.

DUTIES

: Oversee project management, human resource management and financial management of the sub-directorate. Coordinate climate change policy development processes, programmes, projects and initiatives at departmental and provincial levels. Develop legislated tools, policies, procedures, systems and guidelines to guide decision-making in line with the Climate Change Act 2024. Track progress on provincial climate change responses and ensure targets in the North West Climate Change Response Implementation Plan are met. Integrate climate change considerations into strategies and planning processes at provincial and local government levels. Conduct and commission research to support climate change policy development and decision-making. Participate in and support national, provincial and local climate change forums and comment on related legislation, policies and strategies. Lead stakeholder consultations and capacity-building sessions within provincial and local government; organise and deliver workshops, seminars and presentations to government, business, civil society and other stakeholders. Provide leadership, human resource and financial management to the sub-directorate, including project management, budgeting, expenditure and procurement processes. Prepare and to E submit monthly and quarterly reports and contribute to planning and evaluation processes.

**ENQUIRIES
APPLICATIONS**

: Ms Tharina Boshoff at 079 511 2320
Use the correct E-mail: dedectapplications@nwpg.gov.za

<u>POST 39/259</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF 14/DEDECT/2025/NW</u> (This is a re-advertisement, candidates who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R556 356 per annum, (OSD Package)
<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 driver's license Competencies: 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.
<u>DUTIES</u>	:	Study the impact and implications of Legislations and Regulations and advice 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Adv. Itumeleng Mosiapoa Tel No: (018) 388-5839 Use the correct E-mail: dedectapplications@nwpg.gov.za
<u>POST 39/260</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: ADAPTATION REF NO: 15/DEDECT/2025/NW</u> (12 Months contract)
<u>SALARY</u>	:	R498 816 per annum, (OSD Determination)
<u>CENTRE</u>	:	Head- Office – Mahikeng
<u>REQUIREMENTS</u>	:	Matric (Grade12) certificate plus four-(4) year's degree in Environmental Sciences (Natural/Physical/Environmental Sciences) Minimum of five (5) years' post-qualification experience in environmental management with a focus on or experience in climate change. Valid driver's license Competencies: Sound knowledge of: Development and implementation of environmental policies, legislation, strategies, action plans and standards; Provincial strategies and implementation plans affecting climate change; Public service delivery and Batho Pele principles; Environmental issues specifically with climate change mitigation and adaptation measures. Relevant skills: Project management, budgeting and financial management; Managerial and supervisory abilities; Stakeholder engagement, Negotiation and conflict management; Advanced written and verbal communication and report writing; Computer literacy, including GIS and MS Office. Personal attributes: conscientious, dedicated, innovative, organised and able to meet deadlines; capable of working both independently and in a team.
<u>DUTIES</u>	:	Guide and co-ordinate elements of the development and implementation of climate change policies, procedures, systems and guidelines with a specific focus on adaptation. Support the development of legislated tools, policies, procedures, systems and guidelines to guide decision-making in line with the Climate Change Act 2024. Track progress on provincial climate change responses and ensure targets in the North West Climate Change Response Implementation Plan are met. Support the integration of climate change into strategies and planning processes at provincial and local government levels.

		Conduct and commission research to support climate change policy development and decision-making. Participate in and support national, provincial and local climate change forums and comment on related legislation, policies and strategies. Support stakeholder consultations and capacity-building sessions within provincial and local government; organise and deliver workshops, seminars and presentations to government, business, civil society and other stakeholders. Perform administrative duties including providing inputs into monthly and quarterly reporting and contributing to planning and evaluation processes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Tharina Boshoff at 079 511 2320 Use the correct E-mail: dedectapplications@nwpg.gov.za
<u>POST 39/261</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: MITIGATION REF NO: 16/DEDECT/2025/NW</u> (12 Months contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R498 816 per annum, (OSD Determination) Mmabatho Matric (Grade 12) certificate plus four-year degree in Environmental Sciences (Natural/Physical/Environmental Sciences). Minimum of five (5) years' post-qualification experience in environmental management with a focus on or experience in climate change. Valid driver's license. Competencies: Sound knowledge of: Development and implementation of environmental policies, legislation, strategies, action plans and standards; Provincial strategies and implementation plans affecting climate change; Public service delivery and Batho Pele principles; Environmental issues specifically with climate change mitigation and adaptation measures. Relevant skills: Project management, budgeting and financial management; Managerial and supervisory abilities; Stakeholder engagement, Negotiation and conflict management; Advanced written and verbal communication and report writing; Computer literacy, including GIS and MS Office. Personal attributes: conscientious, dedicated, innovative, organised and able to meet deadlines; capable of working both independently and in a team.
<u>DUTIES</u>	:	Guide and co-ordinate elements of the development and implementation of climate change policies, procedures, systems and guidelines with a specific focus on mitigation (energy efficiency, renewable and cleaner technologies). Support the development of legislated tools, policies, procedures, systems and guidelines to guide decision-making in line with the Climate Change Act 2024. Track progress on provincial climate change responses and ensure targets in the North West Climate Change Response Implementation Plan are met. Support the integration of climate change into strategies and planning processes at provincial and local government levels. Conduct and commission research to support climate change policy development and decision-making. Participate in and support national, provincial and local climate change forums and comment on related legislation, policies and strategies. Support stakeholder consultations and capacity-building sessions within provincial and local government; organise and deliver workshops, seminars and presentations to government, business, civil society and other stakeholders. Perform administrative duties including providing inputs into monthly and quarterly reporting and contributing to planning and evaluation processes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Tharina Boshoff at 079 511 2320 Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
<u>POST 39/262</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 17/DEDECT/2025/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Head Office – Mahikeng Matric (Grade 12) Certificate plus minimum of three (3) years auditing appropriate tertiary qualification (NQF level 6) or equivalent, a minimum of two (2) years' applicable experience to the relevant field of which 2 years must be at supervisory level. Competency: Auditing experience with completed articles will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of PFMA, Knowledge of treasury regulations, Knowledge of public services regulations, Knowledge of supply chain management framework policy and any latest developments in this area. Good communication skills, computer skills, writing skills, accounting skills and auditing skills.

<u>DUTIES</u>	:	Development and monitoring the implementation of standard operating procedures, policies, and administrative controls to ensure compliance. Identify potential strategic and operational risks in the financial management environment, recommend, and implement mitigation strategies. Manage processes to detect, prevent and report losses, fruitless, wasteful, and irregular expenditure. Coordination of internal and external audits in the office Monitor the implementation of improvement plans. Management of fraud and loss factors. Manage the retention of financial records.
<u>ENQUIRIES</u>	:	Mr. Oduetse Diutlwileng Tel No: (018) 388 5927
<u>APPLICATIONS</u>	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
<u>POST 39/263</u>	:	<u>ASSISTANT DIRECTOR YOUTH ECONOMIC EMPOWERMENT REF NO: 18/DEDECT/2025/NW</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Matric (Grade 12) Certificate plus minimum of three (3)-years appropriate qualification (NQF Level 6) in Business Management / Business Administration / Commerce or equivalent. Minimum of two (2) years' related experience. Experience in civic organization or non-profit organization in youth advocacy. A valid driver's license. Competencies: Broad Knowledge and understanding of Youth Development, Macroeconomic Policies, Fiscal Policies and Public Policies. Good knowledge of the NWPG Developmental Priorities. Knowledge and understanding of Provincial Economic Development strategies and initiatives. Knowledge of National Economic Development policies and strategies. General knowledge of policy development and management. Knowledge and an understanding of the public sector environment. Broad knowledge of the programmes and activities of the Department, knowledge of socio-economic conditions that exist within the Economic Development field with particular emphasis to youth in business economic empowerment, Preferential Procurement Regulations and Youth Sector in general. Understanding of Dynamics of Youth development in NW Province, Youth Enterprise Strategy, Provincial Youth Economic. Developmental Priorities of Northwest. Sound Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulations, Constitution of Bid Committees and contracts, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, policies and strategies. Ability to interpret and apply policies, advanced knowledge and application of general management and project management principles. Knowledge of the Constitution of South Africa, Public Service systems, Public Service Code of Conduct. Candidates should demonstrate excellent Skills in: Programme management, business planning, business analysis, financial management, strategic management, programme management and project management principles. Ability to transfer skills and knowledge and offer appropriate advice. Communication skills: Verbal and written (Setswana and English proficiency). Stakeholder's liaison skills. Management skills, research skills, presentation skills, interpretation of Statutes. Computer literacy. Language skills. Financial management skills. Time management skills. Ability to work under pressure. Flexibility to work long and extra hours. Skills: Project management skills. Good interpersonal skills, diversity management skills. Economic Transformation. Change leadership. Transformation. Knowledge of events management particularly Youth programmes.
<u>DUTIES</u>	:	Coordinate Youth in Business Economic Empowerment strategies funding and programmes in the province. Promote and facilitate Youth enterprise development through implementing and supporting Youth entrepreneurial projects. Coordinate and facilitate Youth Enterprise Skills development and employment initiatives. Develop policies, strategies and programmes aimed at improving service delivery for youth enterprises. Represent the Department in Provincial and National Youth Development and Advocacy initiatives.
<u>ENQUIRIES</u>	:	Ms. Carol Rasego Tel No: (018) 388 6054
<u>APPLICATIONS</u>	:	Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za

POST 39/264 : **ASSISTANT DIRECTOR: LIQUOR ADMINISTRATION REF NO: 19/DEDECT/2025/NW**

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
: Head office - Mahikeng
: Matric (Grade 12) Certificate plus minimum of three (3) year (NQF 6) qualification or equivalent in Policing/Public Administration/Business Administration/Management or related field. A minimum of two (2) years' experience in the regulatory environment/ liquor related or law enforcement field. A valid driver's license. Competencies: Knowledge of government policies, Good Administration and Organizational skills. Accuracy and attention to details. Good verbal and written communication skills. Good interpersonal and customer relation skills. Highly motivated analytical individual who has the ability to work independently. Ability to work in a team, long hours and under pressure. Report writing skills. Broad Knowledge and understanding of PFMA, PAJA, PAIA, POPIA, National and Provincial Liquor legislation.

DUTIES : Manage the overall administration pertaining to applications of liquor licenses and ensure implementation of liquor legislation and policies, including supervision of staff. Ensuring all applications are received, recorded and verified. Monitor liquor application system and generate reports. Ensure all applications are forwarded to the board for adjudication. Ensure that all outcomes are communicated. Compile a database for all liquor traders, ensure and supervise liquor renewals and revenue services. Compile monthly and quarterly reports.

ENQUIRIES APPLICATIONS : Ms Khumo Taoana Tel No: (018) 388 5959
: Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST 39/265 : **ASSISTANT DIRECTOR: COMPLIANCE AND ENFORCEMENT REF NO: 20/DEDECT/2025/NW**

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
: Head Office - Mahikeng
: Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in Policing/Public Administration/Business Administration/Management or equivalent. Accredited Peace Officer certification. A two (2) year experience in regulatory environment and experience in liquor-related field will be an added advantage. A valid driver's license. Competencies: Highly motivated individual who has the ability to work independently. Good verbal and written communication skills. Computer literacy. Understanding of government policies. Ability to work in a team and under pressure. Extensive knowledge of liquor legislation, in particular National and Provincial liquor Act. Organizational, planning and management skills. Ability to act with integrity. Excellent interpersonal and customer relations. Must be conversant with government prescripts. i.e PFMA and Code of Conduct for Public Service. Ability to work in a team, long hours and under pressure. Report writing skills. Broad Knowledge and understanding of PFMA, PAJA, PAIA, POPIA.

DUTIES : Manage the compliance and enforcement sub unit, ensure the Conducting of routine and joint compliance inspections on both National and Provincial Liquor legislations to ensure compliance with the Liquor related legislation. Conduct raids operations on both licenced and unlicensed outlets as and when required. Consolidate weekly, monthly and quarterly reports. Consolidate provincial liquor outlets database. Manage the team to curb non-compliance. Ensure that initial and final inspections are conducted. Liaise with relevant stakeholders. Conduct inspections/ investigations in loco on behalf of the board and compile a comprehensive report. Facilitate, execute warrant of arrest and testifying in a court of law.

ENQUIRIES APPLICATIONS : Ms. Khumo Taoana Tel No: (018) 388 5959
: Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST 39/266 : **ASSISTANT DIRECTOR: ECONOMIC SECTOR DEVELOPMENT REF NO: 21/DEDECT/2025/NW**

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
: Head Office - Mahikeng
: Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in the field of Economic Sector Development / Finance or equivalent. Experience in economic development / project management will be

		an added advantage. A minimum of three (3) years' work experience in economic development-related field. A valid driver's license. Competencies: Broad knowledge and understanding of South African economic policy, strategy and legislation applicable to economic development. Knowledge of the North West Economy. Knowledge of national and provincial economic development policies and strategies. Skills and Knowledge: Economic analysis skills. Ability to interpret and apply policy. Basic research skills. Report writing skills. Presentation skills. Application of project management principles to development planning. Good verbal/written communication skills. Innovative thinker. Ability to work in a team.
<u>DUTIES</u>	:	Identify needed interventions in provincial priority sectors (mining, manufacturing, agro-processing, tourism, alternative energy). Drafting of guidelines for the implementation of policies and strategies for sector development. Coordinate the piloting of sector development programmes. Coordinate the implementation of programmes to promote industrial development. Liaise with all spheres of government and all stakeholders on economic sector initiatives. Facilitate and coordinate economic sector development activities to support sector development. Evaluate the implementation of priority sector strategies.
<u>ENQUIRIES</u>	:	Mr. Wellington Molokele Tel No: (018) 388 5833
<u>APPLICATIONS</u>	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
<u>POST 39/267</u>	:	<u>ASSISTANT DIRECTOR: TRADE AND INVESTMENT PROMOTION REF NO: 22/DEDECT/2025/NW</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office – Mahikeng
<u>REQUIREMENTS</u>	:	Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in the field of Economic Trade Development / Finance or equivalent. Knowledge in the field of economic development, export and investment promotion. A minimum of two (2) years' work experience in economic development-related field. A valid driver's license. Competencies: Broad knowledge and understanding of South African economic policy, strategy and legislation applicable to economic development. Knowledge of the North West Economy. Knowledge of national and provincial economic development policies and strategies. Skills and Knowledge: Economic analysis skills. Ability to interpret and apply policy. Basic research skills. Report writing skills. Presentation skills. Application of project management principles to development planning. Good verbal/written communication skills. Innovative thinker. Ability to work in a team.
<u>DUTIES</u>	:	Provide support in the development and the implementation of export, investment promotion initiatives. Identify investment opportunities, scoping and packaging of investment projects. Profiling of investment projects. Provide support in identification, development and implementation of export trade and investment promotion initiatives. Liaise with all spheres of government and all stakeholders on trade and investment related initiatives. Facilitate and coordinate trade and commerce activities to support industry development. Evaluate the implementation of trade and investment strategies.
<u>ENQUIRIES</u>	:	Mr. Wellington Molokele Tel No: (018) 388 5833
<u>APPLICATIONS</u>	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
<u>POST 39/268</u>	:	<u>ASSISTANT DIRECTOR: GRAPHIC DESIGNER REF NO: 23/DEDECT/2025/NW</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office – Mafikeng
<u>REQUIREMENTS</u>	:	Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in Graphic Design or equivalent. Two (2) years' relevant experience. Must be proficient in the use of an Apple Macintosh computer. Must be proficient in Adobe Illustrator, Photoshop and In Design (web and 3-D skills will be an added advantage). Must have ability to develop basic animation. Must have the ability to develop creative and innovative design concepts. Ability to develop work from concept through to final product. Strong design skills and thorough knowledge of designing for different platforms including digital and social media. Good organisational and communication skills. The incumbent must have the ability to work paced environment. Should be highly motivated with an eye for detail.

<u>DUTIES</u>	:	The successful candidate will be responsible for collaborating with the internal communications manager on the overall look and feel for all design products and working as a graphic designer on various products as per brief. Conceptualising and handling visual execution of all design briefs. Handling creative jobs from concept through to print. Providing comprehensive briefs to photographers. Liaising with internal programmes, production houses, and advertisers and printing companies on production. Assisting with the management and development of the departmental corporate identity. Assisting with the management and mentoring of junior personnel in the unit.
<u>ENQUIRIE APPLICATIONS</u>	:	Mr. Zia Cassim Tel No: (018) 388 5999
	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
<u>POST 39/269</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: 24/DEDECT/2025/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09)
	:	Head Office - Mahikeng
	:	Matric (Grade 12) Certificate plus minimum of three-year (3) NQF 6) qualification in Public Administration/Business Administration/Public Management or equivalent. Minimum of two (2) years relevant experience. Valid Driver's License. Job knowledge and skills: Knowledge of Government Legislative Frameworks and Strategic Planning. Knowledge of compilation, monitoring and evaluation of Strategic Plan, Operational Plan, Annual Performance Plan etc. Comprehensive knowledge and understanding of prescripts and processes applicable within the public service like Public Financial Management Act (PFMA) and Treasury Regulations. Knowledge of Policy Development & Implementation. Knowledge of Risk Management Strategies. Project Management, Presentation skills, Report writing and Analytical skills, Analytical skills, Communication and Interpersonal Relations skills.
<u>DUTIES</u>	:	Expedite the coordination and development of the Strat Plan. Facilitate and coordinates the development of the departmental Annual Performance Plan. Facilitate the coordination of the review of the departmental strategic planning. Facilitate the development and implementation of operational plans (MSTF). Review the departmental Monitoring and evaluation framework. Manage human and financial resource of the directorate.
<u>ENQUIRES</u>	:	Ms. Mavis Nels Tel No: (018) 388 2431
	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
<u>POST 39/270</u>	:	<u>ASSISTANT DIRECTOR LOCAL ECONOMIC DEVELOPMENT REF NO: 25/DEDECT2025/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09)
	:	Head Office - Mahikeng
	:	Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in Business Management / Business Administration / Commerce or equivalent. Minimum of two (2) years' relevant experience in Economic Empowerment field / Business Management environment / Corporate or Public Sector Military Veterans Economic Development Support. A valid driver's license. Competencies: Broad Knowledge and understanding of Youth Development, Macroeconomic Policies, Fiscal Policies and Public Policies. Good knowledge of the NWPG Developmental Priorities. Knowledge and understanding of Provincial Economic Development strategies and initiatives. Knowledge of National Economic Development policies and strategies. General knowledge of policy development and management. Knowledge and an understanding of the public sector environment. Broad knowledge of the programmes and activities of the Department, knowledge of socio-economic conditions that exist with the Economic Development field with particular emphasis to Military Veterans in business economic empowerment, Preferential Procurement Regulations and Military Veterans Sector in general. Understanding of Dynamics of military development in NW Province, Military Veterans business empowerment programme. Developmental Priorities of Northwest. Sound Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulations, Constitution of Bid Committees and contracts, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks,

policies and strategies. Ability to interpret and apply policies, advanced knowledge and application of general management and project management principles. Knowledge of the Constitution of South Africa, Public Service systems, Public Service Code of Conduct. Candidates should demonstrate excellent Skills in: Programme management, business planning, business analysis, financial management, strategic management, programme management and project management principles. Ability to transfer skills and knowledge, and offer appropriate advice. Communication skills: Verbal and written (Setswana and English proficiency). Stakeholder's liaison skills. Management skills, research skills, presentation skills, interpretation of Statutes. Computer literacy. Language skills. Financial management skills. Time management skills. Ability to work under pressure. Flexibility to work long and extra hours. Skills: Project management skills. Good interpersonal skills, diversity management skills. Economic Transformation. Change leadership. Transformation. Knowledge of events management particularly empowerment programs.

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

ENQUIRIES : Mr S. Maxhegwana Tel No: (018) 388 - 6054
APPLICATIONS : Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST 39/271 : **SENIOR ADMIN OFFICER: LIQUOR ADMINISTRATION REF NO: 30/DEDECT/2025/NW**

SALARY : R397 116 per annum (Level 08)
CENTRE : Head Office - Mahikeng
REQUIREMENTS : Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in Business Administration/ Management /Public Administration or equivalent. Minimum of one (1) to two (2) year experience in the regulatory environment. Experience in the liquor related field or law enforcement field will be an added advantage. Valid driver's licence. Competencies: Good verbal and written communication skills. Planning, organization and Presentation skills. Computer literacy and research skills. Understanding of Government policies. Good interpersonal and customer relations skills. Ability to work in a team, long hours and under pressure. Report writing skills. Knowledge and understanding of the National Liquor Act and Regulations, PFMA and Code of Conduct for Public Service.

DUTIES : Ensure verification of applications for board adjudication. Ensuring all applications are received, recorded and verified. Ensure all applications are forwarded to the board for adjudication. Issue approved liquor licenses and certificates. Ensure that all outcomes are communicated. Capture payments on the system, Identify and change status of lapsed licenses, update particulars on approved transfers and removal of licenses. Compile database of all active and lapsed liquor outlets. Supervision of all administration staff. Compile weekly, monthly and quarterly reports. Attend to client enquiries.

ENQUIRIES : Ms Khumo Taoana Tel No: (018) 388 5959
APPLICATIONS : Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST 39/272 : **CONSUMER EDUCATION AND RESEARCH OFFICER REF NO: 31/DEDECT/2025/NW (X2 POSTS)**

SALARY : R397 116 per annum (Level 08)
CENTRE : Klerksdorp / Brits
REQUIREMENTS : Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in Education / Communication / Public Administration or equivalent. One (1) to two (2) years experience in regulatory environment. A valid driver's license. Competencies: Good verbal and written communication skills. Presentation skills. Computer literacy and research skills. Understanding of Government policies. Good interpersonal and customer relations skills. Ability to work in a team and under pressure. Report writing skills. Broad

		knowledge of the Consumer protection legislation in particular Consumer Protection Act and National Credit Act.
<u>DUTIES</u>	:	Disseminate information on consumer related matters by organizing and conducting education awareness programmes through road Shows/exhibitions; workshops and campaigns. Promote media literacy through media talk shows. Provide print and electronic communications to media. Continuously update consumer information brochures. Conduct research on consumer behaviour or other related matters. Work with other regulatory bodies on their consumer education initiatives. Partake in inter provincial activities.
<u>ENQUIRIES</u>	:	Ms. Shale Masetloa Tel No: (018) 388 5844
<u>APPLICATIONS</u>	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
<u>POST 39/273</u>	:	<u>CONSUMER INVESTIGATING OFFICER REF NO: 32/DEDECT/2025/NW</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in Para-Legal studies or LLB/ Bachelor of Commerce in Law. One (1) to two (2) years' experience in regulatory environment. Experience of consumer-related issues will be an added advantage. A valid driver's license. Competencies: Ability to interpret and apply policies and guidelines, preferably in consumer legislative framework. Highly motivated individual who has the ability to work independently. Good verbal and written communication skills. Computer literacy and research skills. Understanding of government policies. Good interpersonal and customers skills. Ability to work in a team and under pressure. Broad knowledge of the Consumer protection legislation, in particular Consumer Protection Act. Organizational, planning and management skills.
<u>DUTIES</u>	:	Assess complaints objectively. Evaluate the facts to establish whether there is a just cause consumer complaint. Conduct investigation/inquiries on consumer complaints. Conduct business compliance inspections. Mediate between consumers and businesses. Liaise with other regulators within consumer protection space. Conduct research on consumer issues. Give legal advice on consumer related issues and interpret contracts and other legal documents. Liaise with other stakeholders on consumer advocacy matters. Keep and maintain file records of consumer complaints.
<u>ENQUIRIES</u>	:	Mr. William Mpempe Tel No: (053) 928 0382
<u>APPLICATIONS</u>	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
<u>POST 39/274</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HRD REF NO: 33/DEDECT/2025/NW</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent, plus three (3) years National Diploma/Degree (NQF 6/7) in Human Resource Development/Management. Two (2) years' experience in Training and Development (HRD) or public service. Knowledge: Knowledge in PERSAL administration. Sound knowledge of Skills Development and Public Service Legislations and Frameworks. Skills: Computer Skills (MS Word, Excel and Power Point). Proven skills in respect of data Analysis and Reporting Writing, Good Communications Skills (verbal and writing), Presentation Skills, training Coordination, budgeting and financial management skills. Ability to interpret directives and to work under pressure. Ability to work with a team and independently and maintain confidentiality. Valid Driver License and willingness to travel.
<u>DUTIES</u>	:	Facilitate the development and effect implementation of Workplace Skills Plan and the Departmental Training Plan. Coordinate departmental training programmes. Coordinate departmental Internship Programmes like Work Integrated Learning, Learnership, and also the establishment of Mentorship Programme. Conduct workshops, departmental and orientation programmes. Implement and facilitate Compulsory Induction Programmes to the new entrants to the Public Service. Administer departmental fulltime and part-time bursaries, coordinate Adult Education and Training (AET) and National Certificate Vocational (NCV) programmes. To align and be aware with the Department of Public Service Administration prescripts. Maintain training Database and record keeping in the PERSAL system. Compile Monthly, Quarterly and Annual Training Reports. Handle internal and external enquiries

		related to skills development. Serve as scribe at the Skills Development Committee Meetings.
<u>ENQUIRY APPLICATIONS</u>	:	Ms Ipeleng Letsholo Tel No: (018) 388 5905
	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
<u>POST 39/275</u>	:	<u>SENIOR STATE ACCOUNTANT: SALARIES REF NO: 34/DEDECT/2025/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08)
	:	Head Office – Mahikeng
	:	Matric (Grade 12) certificate or equivalent plus appropriate recognized three-year National Diploma (NQF 6) in Financial Accounting. One (1) to two (2) years relevant experience in financial management or related field. PERSAL Salary Administration certificate. Competencies/Knowledge/Skills: Must have extensive knowledge of DORA, PFMA and Treasury Regulations. PERSAL system, Public Service Act and Performance Management Development System. Good communication skills. Interpersonal relations. Computer skills. Advance Microsoft excel and knowledge of BAS system will be added as advantage. Creative and innovative.
<u>DUTIES</u>	:	Provide administration of salaries. Approved deductions and EPWP stipends, and allowances for both permanent and temporary officials on PERSAL system. Monitor that all payroll reports are issued and returned on time. Capturing of IRP5 accumulations on PERSAL system and monthly manual tax deductions to be paid over to SARS at the end of each month (if applicable). Submission of EMP201 to SARS via e-filing before due date. Ensure that all salary related records/documents are safely kept in the storeroom.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Benjamin Kgabi Tel No: (018) 388-5938
	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
<u>POST 39/276</u>	:	<u>SENIOR TRADE ADVISOR REF NO: 35/DEDECT/2025/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08)
	:	Head Office - Mahikeng
	:	Matric (Grade 12) Certificate plus a recognised minimum National Diploma (NQF 6) in Business Management or equivalent. One (1) to Two (2) years practical work experience. A valid driver's licence. Competencies: Knowledge of the relevant statutory framework in the Public Service and other empowerment prescripts. The incumbent needs excellent computer literacy, competent analysis, communication, conflict resolution, problem-solving and interpersonal skills. Good knowledge of the NWPG Developmental Priorities. Knowledge of National Economic Development policies and strategies. Knowledge and an understanding of the public sector environment. Developmental Priorities of Northwest.
<u>DUTIES</u>	:	Facilitating entrepreneurs and economic empowerment planning and initiative, identifying and fostering entrepreneurs economic empowerment opportunities: facilitating and securing funding for economic empowerment activities and programmes; assisting local organisation, business and individual with establishing economic empowerment plans and project; and promoting entrepreneurship in order to expand economic development opportunities ; facilitation of access to market through ensuring the activity participation of enterprises in the international, national , provincial and regional and local exhibition. Facilitation of education, training and development opportunities in order to empower enterprises including establishment of incubation programmes and linkage to various trade and investment opportunities. Assist entrepreneurs to gain access to funding in order to establish and expand their enterprises. Facilitation of product development for enterprises.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr.Samkele Maxhengwana Tel No: (018) 388-6005
	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
<u>POST 39/277</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: CLIMATE CHANGE REF NO: 26/DEDECT/2025/NW</u> (12 Months contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R343 842 per annum, (OSD Determination)
	:	Mmabatho
	:	Matric (Grade 12) certificate plus Post-Graduate Degree (eg Climate Change Related, Environmental Management, Environmental Education, Environmental Law; Natural sciences; Planning). Valid driver's license.

		Competencies: Knowledge of: Development and/or implementation of environmental policies, legislation, strategies, action plans and standards; Provincial strategies and implementation plans affecting climate change; Public service delivery and Batho Pele principles; General awareness of environmental issues. Relevant skills: Written and Administrative skills (Report writing and Minute taking); Verbal communication skills and Computer literacy. Personal attributes: conscientious, dedicated, innovative, organised and able to meet deadlines; capable of working both independently and in a team.
<u>DUTIES</u>	:	Support elements of the development and implementation of climate change policies, procedures, systems and guidelines in line with the Climate Change Act 2024. Support tracking of progress on provincial climate change responses and ensure targets in the North West Climate Change Response Implementation Plan. Support the integration of climate change into strategies and planning processes at provincial and local government levels. Participate in research to support climate change policy development and decision-making. Serve as the Secretariat of the North West Provincial Climate Change Forum, including taking of minutes, distribution of documents and related logistical arrangements as required. Participate in relevant provincial, local and national climate change fora. Comment on legislation, policy and strategy relevant to the function and to integrate climate change principles within them. Support stakeholder consultations and capacity-building sessions within provincial and local government; Organise climate change workshops, seminars, conferences and meetings as required. Perform administrative duties including providing inputs into monthly and quarterly reporting and contributing to planning and evaluation processes.
<u>ENQUIRIES</u>	:	Ms Tharina Boshoff at 079 511 2320
<u>APPLICATIONS</u>	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
<u>POST 39/278</u>	:	<u>BIODIVERSITY OFFICER PRODUCTION GRADE A - C (DAMAGE CAUSING ANIMALS) REF NO: 27/DEDECT/2025/NW (X2 POSTS)</u>
<u>SALARY</u>	:	R343 842 – R586 665 per annum, (OSD Determination)
<u>CENTRE</u>	:	Mahikeng and Vryburg
<u>REQUIREMENTS</u>	:	Matric (Grade 12) Certificate plus B-Tech /B.Sc. in Natural Conservation or Natural Sciences /M.Sc./MTech will be an advantage. Minimum of 5 years' experience in problem animal management. A valid drivers' license. Competencies: Provide evidence (written with contract references and pictures) of shooting big 5 animals. Extensive experience in working with primates, reptiles and mammals especially large predators, hippo and rest of big five. Qualified professional hunter with big exemption. SAPS competency (rifle, shotgun, handgun and hand carbine) Computer literacy. A good understanding of statistics and ecological processes. Ability to work outdoors under various conditions. Be prepared to travel extensively and work long hours away from home. Be able to use scientific rules and methods to solve problems. Critical and innovative thinking and active listening skills. Basic understanding of geographical information systems.
<u>DUTIES</u>	:	Conduct problems animal based inspections on IUCN red data listed species and other within the province. Capture and relocate of IUCN Red Data listed species and other problem animals provincially. Biodiversity monitoring and data collection. Cites evaluations and recommendations, contribute to provincial biodiversity inventory (data collection, quarterly, analysis and interpretation). Prepare monthly, quarterly and annual reports. Prepare or participate in scientific and non-scientific articles and presentations. Represent the department on provincial and national committees, forums and working groups as requires. Have a proper background with regard to species and ecosystem management. Good understanding of conservation biology principles. Apply principles of NEMA in new Biodiversity and protected area Acts. Drafting of policies and other legislation as requires in this field.
<u>ENQUIRIES</u>	:	Mr. Willem Boshoff Tel No: (018) 389 5204
<u>APPLICATIONS</u>	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
<u>POST 39/279</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION: GRADE A - C (REPORTING) REF NO: 28/DEDECT2025/NW</u>
<u>SALARY</u>	:	R343 842 - R586 665 per annum, (OSD Determination)
<u>CENTRE</u>	:	Head Office – Mahikeng

<u>REQUIREMENTS</u>	:	Matric (Grade 12) Certificate plus 4 year degree (or equivalent qualification) majoring in the field of Environmental Management or Information Management. Minimum of two (2) years' experience in environmental management or information management. Valid driver's license. Competencies: Knowledge on environmental indicators. Sound knowledge of South African Environmental Legislation, Policies, Protocols and Interventions. Advanced computer literacy in MS Office (MS Word, MS Excel, and MS Outlook). Preferable experience in use of GIS software. Good verbal and written communication skills. Database management. Data processing and interpretation skills, analytical skills and report writing skills.
<u>DUTIES</u>	:	The consolidation of required statutory reports within Environmental Services Programme. Contribute toward the Compilation, maintenance, expansion and update of the Provincial Environment Outlook. Support the state of environment reporting at local level. Support the development and reporting on relevant Environmental Indicators. Provide support to the functioning of the Integrated Environmental Information Management System of the Environmental Services Programme. To perform administrative duties related to the post and assist with budget inputs.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Tharina Boshoff at 079 511 2320
	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
<u>POST 39/280</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C DEVELOPMENT IMPACT MANAGEMENT UNIT REF NO: 29/DEDECT/2025/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R343 842 – R586 665 per annum, (OSD Determination)
	:	Rustenburg
	:	Matric (Grade 12) Certificate plus 3 Year Degree/ 3 Year Diploma in Environmental Management/ Science or Natural Science or equivalent. Minimum of 1 year relevant experience. Competency: Knowledge & understanding of National Environmental Management Act (NEMA) and its related EIA Regulations. Basic Knowledge of wide range of environmental legislation such as National Environmental Management: Waste Act, and National Water Act. Job Knowledge And Skills: Basic knowledge of environmental issues and GIS as added advantage, computer literacy, report-writing skills and evaluation skills. Interpretation of legislation, good communication skills (verbal and written), ability to work under pressure, time conscious, team work, dedicated and trustworthy. It is compulsory have driver's license.
<u>DUTIES</u>	:	To consider and evaluate Environmental Impact Assessment (EIA) and other environment related documents in the Bojanala Platinum District Municipalities. Evaluate applications for Environmental Authorization that is, Basic Assessment Reports, Scoping (SR) and Environmental Impact Assessment Reports (EIAR), S24 G Application Reports, application for Environmental Authorization Amendments, and undertake site inspection, in reaching legally defensible decision within operational plan timeframe. Provide information and procedural advice relating to environmental impact management, by reviewing documents and provide comments on applications related to EIA, such as, Business Rights/Subdivision, Basic Assessment Report/Environmental Management Programmes and Scoping Report/Environmental Impact Assessment Report received from other competent authorities/ sectors, and evaluation of EIA related queries. To evaluate and investigate the impact of other forms of development, through Implementation of Integrated Environmental Management (IEM) tools such as Environmental Management Framework (EMF) and Strategic Development Framework (SDF). Capture the application information into the NEAS (National Environmental Authorization System). Perform administrative and related functions. Prepare the applications status quo, update investigation diaries and site inspection reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Gasewabone Ellis Nkai at 082 805 9591
	:	Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
<u>POST 39/281</u>	:	<u>SENIOR COMMUNICATIONS OFFICER: MEDIA LIAISON REF NO: 35/DEDECT/2025/NW</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07)
	:	Head Office - Mahikeng

<u>REQUIREMENTS</u>	:	Matric (Grade 12) Certificate plus a minimum appropriate recognised three-year (3) (NQF 6) qualification in Communication, Journalism, or equivalent. Practical and relevant experience in external communication with a strong media focus; a minimum of one (1) to two (2) years of experience in similar environment. Competency/Skills: Must have excellent writing skills and an impeccable command of the English language; Good understanding of South African media; Must have sound inter-personal relations, negotiation skills and ability to communicate with stakeholders at all levels; Knowledge and skills in formulating and writing reports is essential; The successful candidate must also be computer literate (packages such as Microsoft, Excel, Power-Point, MS Word, E-mail, Internet); The applicant must be able to plan, organize, meet deadlines and work under pressure; Drivers licence is requirement; Must be willing and able to drive, to travel and work long hours including weekends and public holidays; Must be able to work well in a team; Financial, stakeholder and project management knowledge and experience is required.
<u>DUTIES</u>	:	The successful candidate will provide a media liaison function for the Department inclusive of, but not restricted to, daily media monitoring, Facilitating responses to media queries, arranging media briefings, providing media support to the Department at events; Assisting with updating media databases Drafting media plans and media exit reports, Drafting monthly reports; Assisting with the media audio clip function and other related media innovation services; Render a media writing function – this includes, but is not restricted to, the writing of media invitations, media statements, media articles/advertorials; Employ innovation in media communication to heighten the overall objective of raising awareness of Departmental issues, events and projects; Provision of general communication support inclusive of branding/ campaigns. Able to execute any other administrative or functions given by Assistant Director.
<u>ENQUIRIES</u>	:	Ms. Baabua Thukubi Tel No: (018) 388-5848
<u>APPLICATIONS</u>	:	Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za
<u>NOTE</u>	:	NB: Applicants will be required to conduct exercise to demonstrate their writing skills.
<u>POST 39/282</u>	:	<u>PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION</u> <u>REF NO: 36/DEDECT/2025/NW</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Matric (Grade 12) Certificate and minimum three-year (3) NQF 6) appropriate Tertiary qualification in Human Resource Management or equivalent. One (1) to two (2) years' experience in Human Resource Management and Public Administration. Introduction to PERSAL Certificate. Competency: Knowledge of the PERSAL System administration. Competencies: Computer literary in MS Word, MS Excel and PowerPoint. Knowledge of Public Service Act, Public Service Regulations and Prescripts and Government Employees Pension Law, Training on PERSAL system, Knowledge of basic principles of HR Management, Knowledge of Performance Management System. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills.
<u>DUTIES</u>	:	Implement Recruitment, Selection and Appointments: Receive and acknowledge applications, Profile applications, provide Secretarial services and render advice during the Selection process, Administer transport claims of Interview candidates, prepare Short-listing and Interviews reports and appointment letters, Process personnel suitability checks. Process appointments and promotions on the PERSAL System. Provision of Conditions of Service and Remuneration: Capture leave applications on the PERSAL system, Process recognition of Long Services, Grade progressions, Acting and Role playing allowances. Administer service terminations, Circulate Assets and State liability forms, and conduct Exit interviews. Compile pension withdrawal forms on GEPF on-line system, process Funeral claim benefits and capture Nomination of Beneficiaries, Capture and update applications for Housing Allowance Scheme, Update Employees' Educational qualifications. Process Transfers, Relocations and Movements on the PERSAL system. Perform any other HR-related functions.
<u>ENQUIRIES</u>	:	Mr. Tiragalo Kepadisa Tel No: (018) 388-5876
<u>APPLICATIONS</u>	:	Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za

<u>POST 39/283</u>	:	<u>HR CLERK SUPERVISOR REF NO: 37/DEDECT/2025/NW (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office – Mahikeng
<u>REQUIREMENTS</u>	:	Matric (Grade 12) Certificate. PERSAL training Certificates. Two (2) years' experience in Human Resource Administration. Competencies: Knowledge of the PERSAL System, Computer literacy in MS Word, MS Excel and PowerPoint. Knowledge of Public Service Act, Public Service Regulations and Prescripts and Government Employees Pension Law. Training on PERSAL system. Knowledge of basic principles of Human Resource Management. Knowledge Resource issues. Interpersonal relations, innovation and communication skills.
<u>DUTIES</u>	:	Implement Recruitment, Selection and Appointments. Receive and acknowledge applications. Profile applications, provide Secretarial services and render advice during the Selection process. Administer transport claims of interview candidates, prepare short listing and interviews report and appointment letters, process personnel suitability checks. Process appointment and promotions on the PERSAL System. Provision of Conditions of Service and Remuneration: Capture leave applications on the PERSAL System. Process recognition of Long Services. Grade progressions. Acting and Role-playing allowances. Administer service terminations. Circulate Assets and State liability forms, and conduct Exit interviews. Compile pension withdrawal forms on GEFP on-line system. Process funeral claim benefits, capture nomination of beneficiaries. Capture and update applications for Housing Allowance Scheme. Update Employees' Educational qualifications. Process Transfers, Relocations and Movements on the PERSAL system. Supervise human resources/staff.
<u>ENQUIRIES</u>	:	Mr. Tiragalo Kepadisa Tel No: (018) 388- 5876
<u>APPLICATIONS</u>	:	Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za
<u>POST 39/284</u>	:	<u>PERSONAL ASSISTANT TO THE HEAD OF DEPARTMENT (HOD) REF NO: 38/DEDECT/2025/NW</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Matric (Grade 12) National Diploma (NQF 6) in Office Management / Office Administration / Management Assistant / Project Management or equivalent. One (1) to two (2) years of relevant experience. 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 ad-hoc 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>	:	Ms. Tsitsi Molokele Tel No: (018) 388- 1179 Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za
<u>POST 39/285</u>	:	<u>PLANNER: STRATEGIC PLANNING REF NO: 39/DEDECT/2025/ NW</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Mafikeng

<u>REQUIREMENTS</u>	:	Matric (Grade 12) plus a minimum of three-year (3) (NQF 6) relevant qualification in Public Administration/Business Administration/Public Management. Minimum one (1) to two (2) years relevant experience in Strategic Planning. A valid driver's license. Competencies: Knowledge of Government Legislative Frameworks and Strategic Planning. Ensuring alignment of Strategic Plan, Annual Performance Plan and Operational Plan. Computer literacy. Excellent communication, analytical and report writing skills. Project management skills. Sound knowledge of the government planning and reporting processes as well as various public service legal prescripts. Strong communication (verbal and written) skills.
<u>DUTIES</u>	:	Assist with the development of the Departmental Strategic and Annual Performance Planning processes. Assist with implementation of the Department's Operational Plan, Implement planning Instruments and tools on planning process.
<u>ENQUIRIES</u>	:	Ms. Mavis Nels Tel No: (018) 388 2431
<u>APPLICATIONS</u>	:	Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za
<u>POST 39/286</u>	:	<u>PLANNER: MONITORING AND EVALUATION REF NO: 40/DEDECT/2025/NW</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Mafikeng
<u>REQUIREMENTS</u>	:	Matric (Grade 12) plus a minimum of three-year (3) (NQF 6) relevant qualification in Public Administration/Business Administration/Public Management. Minimum one (1) to two (2) years relevant experience. A valid driver's license Competencies: Computer literacy. Excellent communication, analytical and report writing skills. Project management skills. Sound knowledge government planning and reporting processes as well as various public service legal prescripts. Strong communication (verbal and written) skills.
<u>DUTIES</u>	:	To consolidate quarterly performance reports for the department. To verify the portfolio of evidence of quarterly performance reports from programme managers. Assist in analyzing quarterly performance reports and prepare presentations thereof assist in the compilation of the departmental annual report Provide secretarial support to the department's performance review sessions.
<u>ENQUIRIES</u>	:	Mr. Kojo-Yeboah Asuamah Tel No: (018) 388 5838
<u>APPLICATIONS</u>	:	Use the correct E-mail: Applicationsdedect1-7@Nwpg.Gov.Za
<u>POST 39/287</u>	:	<u>PERSONNEL PRACTITIONER HR PLANNING AND SYSTEMS REF NO: 41/DEDECT/2025/NW</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Mafikeng
<u>REQUIREMENTS</u>	:	Matric (Grade 12) certificate plus an appropriate (NQF 6) qualification in Human Resource Management/Public Management or equivalent. PERSAL training certificate. A minimum of one (1) to (2) years' relevant working experience in Human Resource Planning and Systems. A valid driver's licence. Competencies: Knowledge of HR Planning Prescripts; PFMA, Public Service Regulation and Guideline on integrated Human Resource Planning in the Public. Planning and organizing. Financial Management. Communication Skills. Computer literacy skills.
<u>DUTIES</u>	:	Coordinate the development and reviewing of MTEF Human Resource Plan and the Annual HRP Implementation report. Provide data analysis on the HRPs for quality and compliance, and monitoring the implementation of HR Plans. Conduct workforce analysis to identify current and future human resource supply as well to future labour demand. Coordinate the development and review of Employment Equity Plan. Coordinate the reviewing of the Human Resource Planning Implementation. Coordinate the administration of the HR Assessment. Maintain human resources and staff establishment information. Maintain and update the HR records management system to ensure accuracy and proper placement of staff. Maintain the Establishment Structure on the PERSAL System.
<u>ENQUIRIES</u>	:	Ms. Vanessa Verveen Tel No: (018) 388 4823
<u>APPLICATIONS</u>	:	Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za

<u>POST 39/288</u>	:	<u>GRAPHIC DESIGNER REF NO: 42/DEDECT/2025/NW</u>
<u>SALARY</u>	:	R269 499 per annum (Level 06)
<u>CENTRE</u>	:	Mafikeng
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus minimum of three-year (NQF 6) relevant qualification in Graphic's Design or equivalent. One (1) years relevant experience. Competency: Knowledge and understanding of government prescripts. Must be proficient in the use of an Apple Macintosh computer. Must be proficient in Adobe Illustrator, Photoshop and InDesign (web and 3-D skills will be an added advantage). Must have ability to develop basic animation. Must have the ability to develop creative and innovative design concepts. Ability to develop work from concept through to final product. Strong design skills and thorough knowledge of designing for different platforms including digital and social media. Good organisational and communication skills. Knowledge of website design; co-ordinate with internal and external stakeholders on production
<u>DUTIES</u>	:	Executing and handling visual execution of all design briefs. Handling creative jobs from concept through to print; Create graphics and layout of all forms of digital and printed matter including comprehensive campaigns featuring publications, booklets, brochures, newsletters, posters, flyers, logos as well as supporting materials such as slides and presentations.
<u>ENQUIRIES</u>	:	Mr. Tshepiso Matlhoko Tel No: (018) 388 6031
<u>APPLICATIONS</u>	:	Use the correct E-mail ApplicationsDEDECT1-7@nwpg.gov.za
<u>POST 39/289</u>	:	<u>REGISTRY CLERK REF NO: 43/DEDECT/2025/NW</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Head Office – Mahikeng
<u>REQUIREMENTS</u>	:	Matric (Grade 12) certificate or equivalent qualification or NQF 4. Competencies: General 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>	:	Ms. Opelo Mochware Tel No: (018) (018) 388-5810
<u>APPLICATIONS</u>	:	Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za
<u>POST 39/290</u>	:	<u>SECRETARIES TO DIRECTORS REF NO: 44/DEDECT/2025/NW (X3 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Matric (Grade 12) certificate or equivalent qualification or NQF level 4. General knowledge 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. Tiragalo Kepadisa Tel No: (018) 388 -5876
<u>APPLICATIONS</u>	:	Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za
<u>POST 39/291</u>	:	<u>ADMINISTRATIVE CLERKS REF NO: 45/DEDECT/2025/NW (X7 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Rustenburg, Mafikeng Head office, NMM District, Dr KK District and Dr RSM District
<u>REQUIREMENTS</u>	:	Grade 12 or Matriculation certificate. Computer literacy. Competencies: Knowledge of clerical duties, practices, as well as the ability to capture data and obtaining and disseminating information. Knowledge of administration and clerical procedures and system such as managing files and records. Knowledge of procedures for receiving, responding and managing requests/enquiries plus good telephone etiquette. Knowledge and understanding of legislative framework that governs the Public service. Knowledge of working procedures in terms of the working environment. Good organizational and interpersonal skills. Good verbal and written communication skills. Language skills. Flexibility.
<u>DUTIES</u>	:	Rendering of general clerical support services. Record, organize, record, capture and retrieve correspondences and data. Keep and maintain the incoming and outgoing register of the component. Handle routine enquiries. Make photocopies. Distribute documents and/packages to various stakeholders as required. Keep and maintain the filing system of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Arrange travelling and accommodation.
<u>ENQUIRIES</u>	:	Ms. Tharina Boshoff at 079 511 2320 and Ms. Tsitsi Molokele Tel No: (018) 388-1179 Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za
<u>POST 39/292</u>	:	<u>DRIVER/MESSENGER REF NO: 46/DEDECT/2025/NW</u>
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Head Office – Mahikeng
<u>REQUIREMENTS</u>	:	Grade 10 and equivalent qualifications or 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>	:	Ms. Opelo Mochware Tel No: (018) 388-5810
<u>APPLICATIONS</u>	:	Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za
<u>POST 39/293</u>	:	<u>CLEANERS REF NO: 47/DEDECT/2025/NW (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	ABET Certificate or equivalent Good communication skills. Have an ability to work under pressure. People orientated.
<u>DUTIES</u>	:	Provision of cleaning services. Cleaning of offices, corridors, elevators and boardrooms, dusting and waxing office furniture. Sweeping, scrubbing and waxing of floor, vacuuming and shampooing floor. Cleaning walls, windows and doors Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins.

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

ENQUIRIES : Mr Simon Bogatsu Tel No: (018) 388–5825
APPLICATIONS : Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za

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.

CLOSING DATE : 07 November 2025 at 16H00(walk-in) and 00.00 mid-night(online)

NOTE : 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 submitted on the approved Z83 form (81/971431) obtainable from any Public Service Department or on the DPSA website, www.dpsa.gov.za, which must be completed in such a manner that provide sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials in the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant with the notes, the application applicant/s will not be considered for selection purposes(disqualified). The Z83 must accompanied by detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. Subject of relevant qualification/s should be mentioned in the CV. Part A must be fully completed. Part B, C and C questions of the Z83 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. Part E, F and G do not need to be completed if the CV has been attached and provides the required information, However, the question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. 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 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 POSTS

<u>POST 39/294</u>	:	<u>DEPUTY DIRECTOR: SAFETY, HEALTH, ENVIRONMENT, RISK & QUALITY (SHERQ) AND HEALTH & PRODUCTIVITY REF NO: NWP/OOP/2025/52</u>
		Purpose: Coordinate and manage SHERQ and Health & Productivity management (HPM) programs across the NWPG departments
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	A Three-year diploma /degree or an equivalent qualification in Environmental Health or Occupational Health at NQF level 6. 6-7 years' experience in environmental health or occupational health and safety of which three (3) years must be at Assistant Director Level. Knowledge, Skills and Competencies: OHS Act and related legislation, Employee Health and Wellness Strategic Framework for the Public Service. Knowledge of other Public Service Legislation and Regulatory Frameworks. Good communication skills; Policy Formulation, Research & report writing skills; Computer literacy, Planning and organizing; Facilitation; Coordination; Conflict resolution; Problem solving; Project management; Leadership and presentation skills.
<u>DUTIES</u>	:	Ensure departmental compliance with applicable legislation and policies. Develop a consolidated SHERQ and HPM provincial plan, including reporting tools. Support, monitor and evaluate implementation of SHERQ and HPM policies, programmes and strategies by departments. Analyse departmental reports and provide feedback. Coordinate SHERQ and HPM capacity building programs. Coordinate and facilitate SHERQ and HPM forum meetings.
<u>ENQUIRIES</u>	:	Ms. C Mokoka Tel No: (018) 388 3835
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment01@nwpg.gov.za
<u>POST 39/295</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE MONITORING AND REPORTING REF NO: NWP/OOP/2025/53</u>
		Job Purpose: To Coordinate Provincial Performance Monitoring and Reporting in the NWPG.
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Public Administration/Public Management and /or equivalent qualification at NQF level 6 (NQF level and credits), 6-7 years' experience in Monitoring and Evaluation of which 3 years should be in Monitoring and Evaluation at Assistant Director Level. Driver's license. Computer literacy. Knowledge: Knowledge of Public Service Act, Public Service Regulations, Labour Relations; PFMA, Public Finance Regulations, Framework for Managing Programme Performance Information, Framework for Government Wide Monitoring and Evaluation system, South African Statistical Quality Assessment Framework and Framework for the Development of Strategic plans and Annual Performance Plan (Strategic plans, APP, Operational Plans and Performance Agreements). Skills: The ideal candidate should have proven strategic capability and leadership; project and programme management; presentation skills, good communication skills, problem-solving; report writing, change management and management of diversity in a dynamic transformation and reforming environment.
<u>DUTIES</u>	:	Institutionalize performance monitoring in the province. Monitoring and reporting on provincial performance. Develop Provincial Reporting guidelines. Consult departments on the reporting guidelines for inputs. Develop reporting templates. Capacitate Departments on reporting templates. Develop and review Monitoring and Evaluation (M&E) Framework. Provide Feedback on Departmental performance during the quarterly forum. Quality assures reports in the eQPR system. Extract data from the system. Analyse and interpret data. Consolidate cluster reports (APP, provincial priorities). Attend Departments performance review sessions. Attend Departments' planning sessions. Conduct M&E skills audit. Developing M&E capacity building plan. Facilitate training in collaboration with provincial training Centre. Facilitate M&E learning networks. Monitoring and Evaluation of capacity building programmes/ initiatives. Supervise human resources/staff.
<u>ENQUIRIES</u>	:	Ms D Munyai Tel No: (018) 388 2995
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment02@nwpg.gov.za

<u>POST 39/296</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL POLICY REF NO: NWP/OOP/2025/54</u> Job Purpose: To coordinate the implementation of Provincial Policies in line with the National Mandate and Priorities
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification at NQF level 6 or equivalent qualification. 6-7 years' experience in policy coordination and development, of which 3 years should be on an Assistant director level. Knowledge, Skills and Competencies: Government prescripts regarding policy. Knowledge of Policy Development and Analysis, Coordination and management. Computer literacy skills in Excel, Word, PowerPoint. Reporting skills.
<u>DUTIES</u>	:	Ensure the alignment of Provincial Policies with National and Provincial Priorities. The analysis and review of policies and strategies to support integrated planning. Coordinate evidence-based policy implementation at Provincial and Local Government levels. Provision of middle management services in the Directorate. Provision of Secretariat Support to the Advisory Councils of the Premier.
<u>ENQUIRIES</u>	:	Dr. K Lesedi Tel No: (018) 388 2802
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment03@nwpg.gov.za
<u>POST 39/297</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL MONITORING AND EVALUATION SYSTEM REF NO: NWP/OOP/2025/55</u> Job Purpose: To develop and manage the implementation of Provincial Monitoring and Evaluation System.
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Information Science/ System/Technology, Public Administration at NQF level 6 or equivalent qualifications (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 System development and management; Statistical Analysis, Data Management, Performance Information Policies, Report writing, public service Regulations and Public Service Act and policies. Computer literacy skills in Excel, Word, PowerPoint, Reporting Skills, SharePoint, SPSS, Good communication skills, Report writing skills, Planning and Organizing, Facilitation skills, Coordination skills, Conflict resolution, Problem solving Skills, Project management; Leadership, Presentation, Ability to interpret and apply Policy, Policy formulation, Analytical and innovative thinking and Research skills.
<u>DUTIES</u>	:	To Develop and Manage the Provincial M&E Systems. To conduct and disseminate data and trend analysis. To manage and implement Monitoring & Evaluation Capacity Building Systems and Initiatives. To develop and maintain a Provincial Statistical Information Warehouse. Manage the implementation of the operational plan & work plans in line with the strategic objectives of the directorate.
<u>ENQUIRIES</u>	:	Ms. N.G Molema Tel No: (018) 388 5232
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment04@nwpg.gov.za
<u>POST 39/298</u>	:	<u>DEPUTY DIRECTOR: PUBLICATION REF NO: NWP/OOP/2025/56</u> Job Purpose: To provide Public Information Services in the Northwest Provincial Government.
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three -year tertiary qualification in Communications/Journalism/Marketing at NQF level 6 and/ or equivalent qualifications (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: Journalism and media operations, knowledge of Public Service Regulations and Public Service Act, Media regulations, Government Publication policies and frameworks, Classification. Editing, sub editing and writing skills. Good personnel relations, Attention to detail, Honesty and professionalism.
<u>DUTIES</u>	:	Manage, edit and produce all government publications. Manage editorial content of all government publications. Develop and manage editorial policy of government publications.

<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T.B Setswambung Tel No: (018) 388 5695 E-Mail: ooprecruitment05@nwpg.gov.za
<u>POST 39/299</u>	:	<u>DEPUTY DIRECTOR: BOJANALA DISTRICT REF NO: NWP/OOP/2025/57</u> Job Purpose: To manage the District Office, coordinate and monitor District wide service delivery improvement support programmes and Interventions.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive package) Rustenburg Three-year qualification in Public administration, Social Science/ or equivalent qualifications at NQF level 6 (NQF level and credits). 6-7 years' experience in Service Delivery services of which 3 years should be at Assistant Director level. Knowledge, Skills and Competencies: Local Government Prescripts; PFMA; LRA and PSA. Planning and organizing; Management and leadership; People management; Financial management; Computer and Interpersonal skills.
<u>DUTIES</u>	:	Management of the District Office personnel, reports, budget and assets. The coordination and monitoring of implementation of district service delivery intervention programmes based on the five concretes. Provision of institutional development support and integrity management. Provision of access to government wide service delivery to priority communities through the implementation of community development workers programme at municipal level. The communication of public service delivery initiatives and reporting of community newsworthy events.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. JT Mawelela Tel No: (018) 388 5749 E-Mail: ooprecruitment06@nwpg.gov.za
<u>POST 39/300</u>	:	<u>DEPUTY DIRECTOR: CONDITIONS OF SERVICES AND REMUNERATIONS REF NO: NWP/OOP/2025/58</u> Job Purpose: To manage the implementation of conditions of service and remuneration across the NWPG.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 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 6. 6-7 years' experience in condition of service and remuneration of which 3 years should be at Assistant Director level. Knowledge, Skills and Competencies: Knowledge of Public service Act and Knowledge of Public service Regulations; Knowledge of Labour Relations; Knowledge of the PFMA and Knowledge and Public Finance Regulations. Good Communications skills; Problem solving skills; Report writing skills; Computer skills; Coordination, Planning and Organizing Skills.
<u>DUTIES</u>	:	Monitoring the implementation of employee benefits which include Policy and Procedure on Incapacity Leave and Ill Health Retirement (PILIR). Monitoring the implementation of compensation in respect of injuries on duty. "Monitoring the implementation of remuneration matters which includes Overtime Allowance and acting allowance. Monitor the implementation of Pensions administration. Monitoring Leave management, homeowners allowance scheme and long Service Awards. Issuing service benefits and conditions of services related circulars to Departments. Compile, analyze and produce service benefits and conditions of services related reports for management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S Bahula Tel No: (018) 388 3087 E-Mail: ooprecruitment07@nwpg.gov.za
<u>POST 39/301</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: NWP/OOP/2025/59</u> Purpose: To manage and facilitate the provision of Employee Health and Wellness services.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Mahikeng Three-year qualification Psychology or Social Work at NQF level 6. Registration with the Health Professions Council of South Africa (HPCSA) or as a Social Worker with the South Africa Council for Social Services Professions (SACSSP).5 years' experience with 3-5 years' experience in Employee Health and Wellness of which 2 years should be at a supervisory level. Computer literacy in MS Office packages. Valid Driver's license. The

		incumbent must be willing to travel. Knowledge, Skills & Competencies: Knowledge and experience in HIV and AIDS, and TB management, Wellness Management, and Safety, Health, Environment, Risk and Quality (SHERQ) management as well as promotion of health and productivity. Knowledge of Government legislation pertaining to Employee Health & Wellness Programme, Human Resource Management, Managing Performance and Supervision. Ability to maintain strict confidentiality, handle conflict situations, write reports and make presentations.
<u>DUTIES</u>	:	Manage the quality of life within the Office through designing and implementation of employee assistance and wellness programmes; Coordinate the provision of psychosocial, individual and organizational wellness. Coordinate the provision of physical wellness and monitor and evaluate the impact of the wellness programme in the Office. Conduct counselling, group work, crises intervention, trauma debriefing and running workshops and promoting employee wellness. Developing workshops material, questionnaire design and data collection. Data capturing, data analysis and write reports. Coordinate Employee Health and Wellness events. Develop and maintain effective client record keeping system and provide statistical and other reports as directed. Provide support and advice to management of Employee Health and wellness issues. Ensure adherence to the required legal and ethical requirements of Employee Wellness and Workplace HIV and AIDS services. Manage the performance of Staff and regularly ensure assessment of their performance.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms BC Maseng Tel No: (018) 388-3440
	:	E-Mail: ooprecruitment08@nwpg.gov.za
<u>POST 39/302</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION SECURITY REF NO: NWP/OOP/2025/60</u> Job Purpose: To Coordinate and manage information Security.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09)
	:	Mmabatho
	:	Three -year qualification in Security Management at NQF level 6 and/or equivalent (NQF level and credits). Security Managers course offered by SSA, and Communication Security certificate(s) will serve as an advantage. Registered with PSIRA, Code 8 driver's license, 3-5 years' experience in Security Management of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Knowledge of security management, security vetting and communication security. Good communication skills, Computer skills and Policy formulation.
<u>DUTIES</u>	:	Coordinate and monitor information security in the Northwest Provincial Departments. Coordinate and manage information, documents, communication & Information Technology Security of the office. Assist in the Development of the Information Security Policies and Standards. Coordinate and manage Vetting Process, threat risk assessments, Audits and Inspections pertaining to Information Security. Coordinate and conduct investigations pertaining to information security breaches. Coordinate and manage classification of information, TSCM, Compile assessment and/or inspections reports. Develop and implement Information Security programs. Coordinate and conduct Information Security training and awareness. Coordinate security regarding Executive Meetings. Liaise with various security stakeholders. Compile monthly and quarterly reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M.S Dince/Mr N.K Matshavhange Tel No: (018) 888 3789/4694
	:	E-Mail: ooprecruitment09@nwpg.gov.za
<u>POST 39/303</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT AND COMPLIANCE REF NO: NWP/OOP/2025/61</u> Job Purpose: To coordinate the provision of organisational risk services and compliance audit.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09)
	:	Mmabatho
	:	Three-year tertiary qualification in Risk Management and/ or Internal Audit at NQF level 6 and/or equivalent (NQF level and credits). 3-5 years' experience in risk and compliance management of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Knowledge and understanding of Government policies; Knowledge of risk management; Knowledge of risk

		assessment; Knowledge of internal controls; Knowledge of corporate compliance. Knowledge of corporate governance and Knowledge information systems security. Technical skills; Decision – making skills. Judgement skills and Execution skills.
<u>DUTIES</u>	:	Assist the supervisor with implementation and maintenance of the Risk Management Strategy and the Risk Management Policy. Assist with the compilation of the Strategic, Operational, ICT and Fraud risk registers. Coordinate and facilitate Risk Management Workshops. Liaise with internal Audit and External Audit on Audit assignment. Coordinate the activities of the Risk Management Committee and perform secretariat functions. Perform any other duties that may be expected from time to time.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. D Ditibane Tel No: (018) 888 571
	:	E-Mail: ooprecruitment10@nwpg.gov.za
<u>POST 39/304</u>	:	<u>ASSISTANT DIRECTOR: PUBLICATION REF NO: NWP/OOP/2025/62</u>
		Job Purpose: To Coordinate and facilitate the dissemination of Public Information Services in the NWPG.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09)
	:	Mmabatho
	:	Three -year tertiary qualification in Communications/Journalism/Marketing at NQF level 6 and/or equivalent. 3-5 years' experience in communication and reporting, of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Journalism and newsroom management; Publication prescripts and policies in public service: COMTASK REPORT; PSA; PSR; Media Law; The Constitution of South Africa; Protection of State Information Bill (South Africa) and The World Law Guide (South African Law) etc. Writing subbing and interviewing skills; Planning and execution skills; Clear sequencing of events/activities/process steps; Work-plans exceptionally well thought through and expressed; Quantitative, qualitative data analysis, as well as Content analysis; Research Skills; Team player and Proactive.
<u>DUTIES</u>	:	Coordination and Facilitation of operations in the newsroom. Facilitate Profiling of departmental staff members, municipalities and traditional authorities. Facilitate Publications at Fora and identified Government Campaigns. Coordination of Publications in Provincial events and programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T.B Setswambung Tel No: (018) 388 5695
	:	E-Mail: ooprecruitment11@nwpg.gov.za
<u>POST 39/305</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING AND TRANSFORMATION REF NO: NWP/OOP/2025/63</u>
		Job Purpose: To facilitate and coordinate the implementation of transformation programs in the departmental strategies and implementation plans.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09)
	:	Mmabatho
	:	Three -year tertiary appropriate qualification at NQF level 6 and/or equivalent. 3-5 years' experience in strategic planning and transformation of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Sound and in-depth knowledge of relevant prescripts, understanding of legislative frameworks, policies and strategies on transformation: UN Treaties, Government Transformation Policies, Employment Equity Act, Skills Development Act, Preferential Procurement Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Public service regulations and Management of human and financial resources. Analytical, critical & innovative thinking, Presentation and Facilitation, Presentation and facilitation, Report writing, Leadership, Project Management, Conflict Management, Financial Management Strategic Management, Policy analysis implementation.
<u>DUTIES</u>	:	Ensure departmental compliance with global, national and provincial legislations and policy frameworks on transformation (women empowerment & gender equality; rights of persons with disabilities, older persons, and children as well as youth development) programmes. Manage the development and review of departmental policies and strategies to ensure mainstreaming of transformation programs. Manage the implementation of transformation programmes and activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. A Mothupi Tel No: (018) 388 5735
	:	E-Mail: ooprecruitment12@nwpg.gov.za

<u>POST 39/306</u>	:	<u>OFFICE MANAGER: DDG: ADMINISTRATION REF NO: NWP/OOP/2025/64</u> Job Purpose: To manage the office of the Deputy Director General Administration.
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three -year tertiary qualification in office administration / secretarial studies at NQF level 6 or any other relevant and equivalent qualifications as recognized by SAQA. 3-5 years' experience as a secretary or administration officer. Knowledge, Skills and Competencies: Basic knowledge of Batho Pele Principles, Public Finance Management Act, Public Service Act, Knowledge and understanding of Public Service Policies and Procedures, Good communication (verbal and written), Good telephone etiquette, Problem solving, Report writing, Customer care, Computer literate, Basic knowledge of financial administration, Sound organizational and managerial skills. Ability to act with tact and discretion. Willingness to work extended hours.
<u>DUTIES</u>	:	Provide administrative support to the office of the Deputy Director General. Provide secretarial services to the Deputy Director General's meetings. Manage the Deputy Director General's Schedule/ Itinerary. Co-ordinate Deputy Director General's meetings. Ensure effective and professional liaison within the Branch, Clients Departments and stakeholders. Perform any other ad hoc services relevant to the office of the Deputy Director General.
<u>ENQUIRIES</u>	:	Ms TM Mooketsi Tel No: (018) 388 4277
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment13@nwpg.gov.za
<u>POST 39/307</u>	:	<u>SENIOR COMMUNICATION OFFICER: BRANDING AND MARKETING REF NO: NWP/OOP/2025/65</u> Purpose: Provide an effective Marketing and branding Corporate Communication Strategy.
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in corporate communication, public management at NQF level 6 and/or equivalent qualifications (NQF Level and Credits). 2-4 experience in Communications/ Corporate Branding and Marketing of which 1 year should be at supervisory level. Computer literary in MS Word, MS Excel and PowerPoint. Valid Drivers' license. The Incumbent must be willing to travel. A certificate in graphic design and relevant experience as layout artist and web development will be added advantage. Knowledge, Skills & Competencies: Knowledge of Corporate communication and marketing, Good communication skills, Report writing skills, facilitate skills, Coordinate skills, Conflict resolution, problem solving, project management skills, Leadership and presentation, Interpret and innovative thinking and Research skills.
<u>DUTIES</u>	:	Implement an effective Marketing and branding Strategy. Coordinate Website content, update internal notice boards, Coordinate internal events. Develop marketing flyers, Posters etc. Coordinate Website Content. Arrange Website Content Management Forum quarterly meetings, Communicate organisation's activities, products and/or services. Enhance the reputation of the North West Government Corporate brand: Ensure that district offices are well branded, Coordinate the process of procuring branding, business cards, corporate gifts, calendars and diaries, Implement concepts and projects plans, Write a well-researched articles for Corporate Communication Marketing materials and Publications, Attend and presents Communication plans during events plenary meetings, Develop branding plans, Regular/constant interaction with government clients, stakeholders, etc. Arrange exhibition and branding materials during outreach programme and events, Distribute information products during public events, Generate reports/ action plans after public meetings, Provide districts with branding and marketing support.
<u>ENQUIRIES</u>	:	Mr Isaac Mokaila Tel No: (018) 388- 5828
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment14@nwpg.gov.za

<u>POST 39/308</u>	:	<u>SENIOR COMMUNICATION OFFICER: MEDIA RELATIONS REF NO: NWP/OOP/2025/66</u> Job Purpose: To provide media liaison management support services.
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three- year tertiary qualification in Communication at NQF level 6 and/ or equivalent qualification (NQF Level and Credits). 2-3 years' experience in media relations. Knowledge, Skills and Competencies: Understanding of Government policies, procedures and programmes. Public Service Regulations and Acts, Communicators' code of good conduct, Communication Policies and Strategies and Public Finance Management Act. Writing Skills, Information management and computer literacy.
<u>DUTIES</u>	:	Media Liaison coordination; Draft content for media alerts, advisories and releases, Facilitate logistics for media attendance at Office of the Premier activities and media engagement sessions, Draft content for electronic and print media advertisements, write development articles for government publications, Maintain an updated media database. Media Monitoring and Analysis; Monitor provincial media coverage on daily basis, Produce daily media monitoring and analysis reports. Contribute to Social media content plan and implementation, social media monitoring and analysis. Provide photography services during Office of the Premier events, activities and media engagement sessions.
<u>ENQUIRIES</u>	:	Ms. B Mohlakoana Tel No: (018) 388 3705
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment15@nwpg.gov.za
<u>POST 39/309</u>	:	<u>SERVER ADMINISTRATOR REF NO: NWP/OOP/2025/67</u> Purpose: To support the provincial server environment, by ensuring backups are performed and maintained, with storage administration and maintenance performed.
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in ICT or International Certifications such as MCSE, Azure Server administration, Linux etc at NQF level 6. 2 – 4years' experience in ICT of which 1 year should be at supervisory level. Knowledge, Skills & Competencies: Knowledge of server system software and hardware. Software Configurations requirements of Network operating systems. Knowledge of methods, tools, software used in server environment for troubleshoot, testing, repair and maintenance. Good Communication skills.; Good telephone etiquette; Report writing skills; Computer skills; Problem solving skills; Project management and In-depth troubleshooting capabilities.
<u>DUTIES</u>	:	Administration and support services; Ensure available and management of capacity on storage, in various operating systems and technologies; Administration and Management of Server Hardware (storage) and Backup Solutions and Monitor backup and storage services and ensure optimal functionality. Data and storage administration; Manage VMWare replications and snapshots as well as recovery methods for vm's. Report backup and replications failures and remedy timely.
<u>ENQUIRIES</u>	:	Ms. P Teise Tel No: (018) 388- 3292
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment16@nwpg.gov.za
<u>POST 39/310</u>	:	<u>PERSONAL ASSISTANT: DDG: ADMINISTRATION REF NO: NWP/OOP/2025/68</u> Job Purpose: To render a secretariat support service to the Deputy Director General.
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in management assistant/ secretarial studies at NQF level 6 or any other relevant and equivalent qualifications as recognized by SAQA. 2-3 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of Prescripts / Policies. Good Communication (verbal and written), excellent customer relations, good telephone etiquette, computer literate, problem solving, report writing and interpersonal skills. Must have the ability to take initiatives, work independently and under pressure. Basic financial administration.

<u>DUTIES</u>	:	Provides secretarial and receptionist support services in the Office of the Deputy Director General. Manage the DDG's schedule of appointments and meetings. Render general administrative support services. Provides support to the DDG regarding meetings. Manage DDG's office budget. Manage the DDG's travel arrangements and handle all correspondence. Keep abreast with of legislative prescripts/ policies & procedures applicable to the work terrain. Financial tasks: This can include managing the Office's expenses and keeping track of budgets.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms TM Mooketsi Tel No: (018) 388 4277
	:	E-Mail: ooprecruitment17@nwpg.gov.za
<u>POST 39/311</u>	:	<u>PERSONAL ASSISTANT: SERVICE DELIVERY MONITORING AND INTERVENTION REF NO: NWP/OOP/2025/69</u> Job Purpose: To render a secretariat support service to the Chief Director.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Mmabatho
	:	Three-year tertiary qualification in management assistant 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. Good Communication (verbal and written) skills, excellent customer relations skills, good telephone etiquette, computer skills, problem solving skills, report writing skills and interpersonal skills. Must have the ability to take initiatives and work independently, under pressure and long hours. Knowledge of financial administration and Project Management.
<u>DUTIES</u>	:	Provides secretarial and receptionist support services in the Office of the Chief Director. Manage the Chief Director's schedule of appointments and meetings. Render general administrative support services. Provides support to the DDG regarding meetings. Manage Chief Director's office budget. Manage the Chief Director's travel arrangements and handle all correspondence. Keep abreast with of legislative prescripts/ policies & procedures applicable to the work terrain. Financial tasks: This can include managing the Office's expenses and keeping track of budgets. Conduct research when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. A.J Mothupi Tel No: (018) 388 5735
	:	E-Mail: ooprecruitment18@nwpg.gov.za
<u>POST 39/312</u>	:	<u>HARDWARE TECHNICIAN REF NO: NWP/OOP/2025/70</u> Job Purpose: To offer day to day ICT technical support to all users of NWPG
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Mmabatho
	:	Three-year tertiary qualification in IT at NQF level 6 and/or equivalent qualifications. 2-4 years' experience in IT Support or applicable to the relevant discipline. Drivers license. 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 computer equipment testing, repair and maintenance. Good troubleshooting capabilities, experience in supporting Microsoft. Knowledge of Active Directory and Windows/Linux Operating systems. Good Communication and interpersonal skills. Good telephone etiquette. Report writing skills. Computer skills. Problem solving skills. Project management Leadership and presentation. Team player and self- motivated.
<u>DUTIES</u>	:	Support the provincial network infrastructure. Implementation of software, application, configuration and network changes (Release Management). Support the desktop, laptop, printers and automation function. Offer Support for Mobile Devices Connectivity. Offer Support for Peripheral Devices. End user support and account management. Participate in projects. Support audio and visual platform and hardware. Test, diagnose, repair, and maintain computing equipment. Ensure that all calls logged are resolved within the required time. Travel to provide user support.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. L Mofela Tel No: (018) 388 4033
	:	E-Mail: ooprecruitment19@nwpg.gov.za

<u>POST 39/313</u>	:	<u>STATE ACCOUNTANT REF NO: NWP/OOP/2025/71</u> Job Purpose: To provide financial administration services in the Office of the Premier.
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three-year recognized National Diploma or Degree in Accounting/ Financial Management (NQF level 6/7) as recognised by SAQA or relevant qualification. 2- 3 years' relevant work experience in financial management environment. Knowledge of any basic financial operating systems (PERSAL & BAS). Knowledge, Skills and Competencies: Must be computer literate (MS Word, Excel, PowerPoint, Outlook and Internet). Added advantages: BAS and PERSAL certificate and Driver's license. Basic knowledge of the Public Service financial legislation, procedures and National Treasury Regulations (PFMA, PSA, PSR). Knowledge of any financial operating systems (PERSAL, BAS). Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial information Should have good numeracy, accuracy, report writing, problem-solving, planning, organising, team leadership and communication skills. Computer skills, Planning and organizing, Language (Good verbal and written communication), basic numeracy skills, ability to perform routine tasks, ability to utilise computer equipment, flexibility, interpersonal relations, accuracy, aptitudes of figures.
<u>DUTIES</u>	:	Administer deductions and garnishee. Tax Administration and reconciliation. Monitor employee tax deductions and prepare payment packs for third party deductions. Administer claims (S&T, overtime and cellphones etc). Implementation of salary related advice. Assist with any ad hoc and other requests within Salary administration.
<u>ENQUIRIES</u>	:	Ms Mpho Molefe Tel No: (018) 388 5077
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment20@nwpg.gov.za
<u>POST 39/314</u>	:	<u>ADMINISTRATIVE OFFICER: BURSARY LEARNERSHIPS AND INTERNSHIP PROGRAMMES REF NO: NWP/OOP/2025/72</u> Purpose: To facilitate the implementation of Provincial Bursary policy; International Scholarships; Learnerships and Internship programmes.
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Three-year appropriate qualification at NQF level 6 and/or equivalent qualification (NQF level and credits). 2 –3 years' relevant experience applicable to the relevant discipline of which 1 year should be at supervisory level. Computer literacy in MS Word, MS Excel and PowerPoint. Valid Drivers' license. Knowledge, Skills & Competencies: Knowledge of Provincial Bursary Policy; Management of human resources; Management of human and financial resources; Quality of work; Acceptance of responsibility; Knowledge on bursary administration and scholarships programmes; Good communication and report writing skills; Administrative and records management and clerical procedures such as managing files and records, designing forms, & others; Understanding of Government Policies/Legislative frameworks such as Public Finance Management Act (PFMA), Skills Development Act and National Development Plan (NDP) Understanding of the Public Service Regulations; Constitution of the Republic of South Africa; The Public Service Act, 1994; Batho Pele principles; Labour Relations Act; NDP; The (PFMA) Public Financial Management Act; Employment Equity Act; Skills Development Act; Performance Management & Development System; Skills Development Levy Act; Good communication skills; Report writing skills; Planning, control and organizing; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Analytical and innovative thinking; Computer literacy; Time management; Technical skills; Interpersonal; Flexibility; Initiative.
<u>DUTIES</u>	:	Facilitate the implementation of the Provincial Bursary Policy. Facilitate implementation of International Scholarships Programmes. Facilitate implementation of Learnership / apprentices programmes. Assessment of academic performance, interpretation of results and provide remedial recommendations.
<u>ENQUIRIES</u>	:	Ms. T.E Tihale Tel No: (018) 388 1076
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment21@nwpg.gov.za

<u>POST 39/315</u>	:	<u>ADMINISTRATIVE OFFICER: SKILL DEVELOPMENT REF NO: NWP/OOP/2025/73</u>
		Purpose: To provide administrative support services to the Skills Development Sub-Directorate.
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Three-year appropriate qualification at NQF level 6 and/or equivalent qualification (NQF level and credits). 2 –3 years' experience in skill development of which 1 year should be at supervisory level. Knowledge, Skills & Competencies: Knowledge of Public service prescripts & HRD/M, Basic knowledge of computer programmes, Records keeping management, Supply Chain Management, Secretarial duties and Batho-Pele Principles. Good communication skills; Report writing skills, Coordination skills; Computer skills, Customer Care, Planning and Organising skills, Conflict resolution skills and Financial management skills and good record management.
<u>DUTIES</u>	:	Provide general clerical support services. Provide financial administration support services in the component. Prepare monthly and quarterly expenditure report. Handling incoming and outgoing correspondence, ordering and managing office supplies and equipment inventory, managing skills development calendar of events and compliance, coordinating meetings, scheduling appointments and making the necessary logistical arrangements.
<u>ENQUIRIES</u>	:	Ms. T.E Tlhale Tel No: (018) 388 1076
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment22@nwpg.gov.za
<u>POST 39/316</u>	:	<u>SECRETARY: EXCO SUPPORT REF NO: NWP/OOP/2025/74</u>
		Job Purpose: To provide secretarial support to the Director's office.
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Matric and 0–2-year National Higher Certificate in Office Administration/ Secretarial at NQF level 5 or equivalent qualification. 0-2 years' relevant experience in office administration and/or secretarial field. Knowledge, Skills and Competencies: Knowledge and understanding of Government policies and procedures. Secretarial, administrative and organizational skills. Oral and written communication skills. Good inter-personal relationship skills. Good telephone etiquette and computer skills. Records (documents) management and Time management. Ability to work in a pressurized environment and willingness to work irregular hours.
<u>DUTIES</u>	:	Provide secretarial support services to the Director. Records management of incoming mail received, and outgoing mail distributed. Manage the diary of the Director. Provide clerical support services to the Director. Arrange accommodation for the Director. Complete S&T claims for the Director. Manage the reception area of the Directorate. Procurement of goods and services in the Directorate. Provide support to the Director regarding meetings. Manage Directorate meeting logistics and taking minutes.
<u>ENQUIRIES</u>	:	Ms. F Rosenberg Tel No: (018) 388 3034
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment23@nwpg.gov.za
<u>POST 36/317</u>	:	<u>SECRETARY: WOMEN AND CHILDREN COORDINATION AND MONITORING REF NO: NWP/OOP/2025/75</u>
		Job Purpose: To provide administrative services in the Director's office
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Matric and 0–2-year National Higher Certificate in Office Administration/ Secretarial at NQF level 5 or equivalent qualification. 0-2 years relevant experience in office administration and/ or secretarial field. Knowledge, Skills and Competencies: Knowledge and understanding of Government policies, Knowledge of computer, Knowledge of Registry and office administration duties, Working Knowledge, Knowledge of storage and retrieval procedures in terms of the working environment. Good telephone etiquette, Basic written communication skills, Computer skills, Planning and Organisation skills.
<u>DUTIES</u>	:	Provides Secretarial support services to the director; Incoming mail received, manually and filed within 1 day, Outgoing mail recorded, filed and dispatched within 1 day, Manage the diary of the Director by updating director's diary every day and send email as reminder to director. Consolidate sub-directorate

documents for the director for processing. Develop a database of stakeholders and partners for the directorate. Provide clerical support services to the director; 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. Provide support to the director regarding meetings; Manage meeting logistics by sending out meeting schedules quarterly locate and book venues within 2 weeks send out invitations before the meeting, Take minutes of meetings and distribute minutes within 2 weeks of meeting for input.

ENQUIRIES : Ms. P Sebetlela Tel No: (018) 388 2309
APPLICATIONS : E-Mail: ooprecruitment24@nwpg.gov.za

POST 39/318 : **REGISTRY CLERK: DG SUPPORT REF NO: NWP/OOP/2025/76**
 Job Purpose: To render administrative and clerical support services in the Directorate

SALARY : R228 321 per annum (Level 05)
CENTRE : Mmabatho
REQUIREMENTS : Matric and 0–2-year National Higher Certificate at NQF level 5 or equivalent qualification. 0-2 years relevant experience in office administration and/ or secretarial field. Knowledge, Skills and Competencies: Knowledge and understanding of Government policies, Knowledge of computer, Good grooming and presentation, Self - management and motivation, Knowledge on the relevant legislation /policies / prescripts and procedures and Basic knowledge on financial administration. Good telephone etiquette. Sound organisational Skills, Good people skills and basic written communication skills.

DUTIES : Provide a secretariat / receptionist support service to the manager. Provides a clerical support service to the manager. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Render effective filing and record management. Sort, register and dispatch mail.

ENQUIRIES : Ms. M Melokwe Tel No: (018) 388 5780
APPLICATIONS : E-Mail: ooprecruitment25@nwpg.gov.za

POST 39/319 : **CLEANER REF NO: NWP/OOP/2025/77**
 Job Purpose: To provide cleaning and housekeeping services to Office of the Premier – North West Province.

SALARY : R138 486 per annum (Level 02)
CENTRE : Mmabatho
REQUIREMENTS : Grade 10 and /equivalent qualifications. 0–1-years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of cleaning. Cleaning skills. Communication skills.

DUTIES : Clean offices corridors, garages and Boardrooms. Keep and maintain cleaning machines and equipment. Provision of refreshment during meetings. Clean kitchens, offices, corridors, garages, and boardrooms. Collection and disposal of waste twice daily. Keep and maintain cleaning machines and equipment in good working condition. Use and maintain cleaning materials properly and report shortages. Prepare and clean boardrooms before and after meetings. Provide refreshments during meetings as required. Rotate between different areas as directed by the supervisor.

ENQUIRIES : Mr. T Koko Tel No: (018) 388 3540 / Mr. E Lerefolo Tel No: (018) 388 3439
APPLICATIONS : E-Mail: ooprecruitment26@nwpg.gov.za

DEPARTMENT OF PUBLIC WORKS AND ROADS

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in terms of equity plan preference will be given to Disabilities, Youth, Females in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference.

APPLICATIONS : All Applications must be submitted online, Or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, or addressed to: Human Resource Manager, Public Works and Roads, Private Bag X2080, Mmabatho, 2735. Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za

FOR ATTENTION : HRM Recruitment Unit - Mr. M.E Khauoe

- CLOSING DATE** : 07 November 2025 (posted / handed, e-mailed applications must have reached the Department by 16h30 pm Walk-in and 00h00 Mid-night online will, as a rule not be accepted).
- NOTE** : Please note: On the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All attachments for online submission must include the Z83 Form and Curriculum Vitae only be in PDF format, as one document. Failure to do so, your application will be disqualified. Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, is obtainable from any Public Service, Departments or on the DPSA Website, www.dpsa.gov.za. Part A must be fully completed by the applicant's indicate correct advertised Post name and Reference number, Centre, Notice period on the z83 form. Z83 form part of declaration must be signed, dated and initialled only on the first page. The Z83 Form must be accompanied by a recently updated/ detailed Curriculum Vitae and include three (3) names contactable referees. The personal details and the subjects of relevant qualification, should be mentioned on the CV, also clearly indicating current positions held in sequential dates. Outline or provide the sufficient information about related experience and key responsibilities with respective dates. Part B, C and D must be fully completed, however B, C, E on the space that indicate date of birth, work permit, in the event of employment will immediately relinquish such business, preferred language, current study, may be left blank if not relevant to you. Part E, F and G do not need to be completed if the CV has provided the updated information. Part F is compulsory to be completed for applicants seeking re- employment into Public Service. 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) only when shortlisted. Only shortlisted candidate(s) for post will be required to submit certified documents on or before the day of the interview. NB: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion (Nyukela) is a mandatory requirement obtainable via this link: <https://www.thensg.gov.za>, offered by the National School of Government. Failure to submit the requested information will result in your application not being considered. The e-mailed applications will be accepted. Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. Applicant's previous information as background/reference checks will be verified through contactable referees. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, asset records, qualifications verification and vetting. The Department reserves the right not to make any appointments to the advertised posts. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. NB: Salary Level 1-12, all shortlisted candidates will be subjected to practical exercise and integrity assessment test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job. Recommend candidate(s) will be required to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicant requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you do not receive any response from us within three months after closing date, please accept that your application was unsuccessful.

MANAGEMNT ECHELON

- POST 39/320** : **CHIEF FINANCIAL OFFICER REF NO: H/O 75/2025 (X1 POST)**
- SALARY** : R1 494 900 per annum (Level 14), all-inclusive remuneration package
- CENTRE** : Head Office – Mahikeng
- REQUIREMENTS** : Qualifications: National Senior Certificate plus an undergraduate qualification (NQF level) in Financial Management/ Accounting / Financial Accounting/ Commerce / Supply Chain Management / Public Finance as recognized by SAQA. Senior Management Pre-entry Programme (Nyukela Certificate) for SMS. Valid Driver's license. Experience: 5 years of relevant experience at

Senior Managerial level from Public Service and equivalent level from Private Sector. Knowledge: Knowledge of GRAP and modified cash standards, PFMA, Treasury Regulations and Guidelines, Public Service Anti- corruption and Fraud Prevention measures. Knowledge of Government's accounting and financial systems; Cash flow forecasting. Public Service legislative frameworks. Financial Management. Strategic capability and leadership. Programme and project management. Change Management. Service Delivery innovation. Problem Solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Planning and stakeholder relationship management skills, including the ability to liaise and operate within intergovernmental context. Policy formulation and analysis skills. Monitoring and evaluation skills. Coordination and facilitation skills. Financial analysis and analytical skills. Problem solving within Financial and supply chain legal framework. Risk management skills. Liaison, leadership and supportive skills to the entire department.

DUTIES

: Provide strategic leadership and direction on budgeting, financial, accounting and supply chain management practices in line with National Treasury Regulations. Support and advise the Head of Department (Accounting Officer) pertaining to matters that have strategic and financial implications. Manage the implementation and maintenance of effective Budget Control services within the Department. Provide financial and supply chain management technical advice and strategic support to Senior and Line Managers to ensure the effective utilisation of resources in line with the strategic objectives of the department. Manage and provide supply chain, fleet admin and assets management services. Ensure adequate financial control arrangements and systems. Exercise budgetary control and provide at a strategic level early warning arrangements. Oversee the Departmental budget preparation process, provide advice and support and review the final draft before submission to relevant authorities. Manage departmental audit process. Review and manage the finalisation of quarterly and annual financial statements including other financial reports. Ensure effective and efficient, economical and transparent use of financial and other departmental resources (including assets). Utilise applicable systems for monitoring and reporting of procurement, expenditure, assets and liabilities. Manage demand and acquisition for infrastructure projects. Manage the effective and efficient utilization of resources in the Chief Directorate. Provide strategic leadership and direction to the Chief Directorate.

ENQUIRY APPLICATIONS

: Dr. N.M.G Mfikwe Tel No: (018) 388 2426
: Use the correct E-mail: DPWRHOREcruit2@nwpg.gov.za

POST 39/321

: **CHIEF DIRECTOR: INFRASTRUCTURE, COORDINATION,
IMPLEMENTATION AND MAINTENANCE REF NO: H/O 76/2025 (X1 POST)**

SALARY CENTRE REQUIREMENTS

: R1 494 900 per annum (Level 14), all-inclusive remuneration package
: Head Office – Mahikeng
: Qualifications: National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in Built Environment/ Public Administration or related field. Professional Registration with the relevant council will be an added advantage. Senior Management Pre-entry Programme (Nyukela Certificate) for SMS. A valid driver's license. Experience: 5 years' of relevant experience at Senior Managerial level. Extensive experience in the planning and management of roads infrastructure projects. Knowledge: Broad knowledge of Public Service Regulation. Public Service Act, Government procurement system and related legislation (e.g. PPPFA and PFMA), Treasury Regulations and Practice Notes, Occupational Health Safety Act and other related acts and regulations governing the Public Service, Government policies for the Expanded Public Works Programme (EPWP) Proven programme/project planning, Technical policies on construction, contract management and engineering services. Departmental Strategic plan and goals, Expert design, construction and maintenance of roads. Knowledge of design codes and technical specifications. Knowledge of the built environment legal and operational compliance. Skills: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Conflict Resolution, Research and policy formulation, Computer Literacy (MS Word, Excel, Power Point), People Management and Empowerment, Strategic Capability and Leadership, Report

writing, Good planning and organising skills, Data Collection. Problem solving, Strategic planning, presentation and facilitation skills. Interpersonal skills. Ability to work under pressure, willingness to travel and work beyond normal working hours.

DUTIES

- : Manage the provision and maintenance of infrastructure projects in the districts. Liaise with local stakeholders to identify priority infrastructure with reference to District Infrastructure Development Plan. Estimate project cost and allocate district funds or apply for funding from donors to secure funding commitments. Manage and monitor implementation and maintenance of infrastructure projects in the districts. Maintain provincial roads and render related services. Set and approve strategic infrastructure priorities aligned with national development goals. Enforce compliance with service standards and maintenance schedules. Manage construction plant services. Provide strategic oversight, policy leadership, and institutional coordination to ensure the availability, utilization, and maintenance of construction equipment (plant) for public infrastructure delivery. Manage the implementation of property management services. Oversee community based programmes and ensure job opportunity creation. Ensure the rendering of efficient and effective corporate support to the district. Manage the resources of the Chief Directorate. Provide strategic leadership.

ENQUIRIES

- : Dr. N.M.G Mfikwe Tel No: (018) 388 2426

APPLICATIONS

- : Use the correct E-mail: DPWRHORecruit4@nwpg.gov.za