

**PROVINCIAL ADMINISTRATION: NORTH-WEST
OFFICE OF THE PREMIER**

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| <u>APPLICATIONS</u> | : | Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified. E-Mail: ooprecruitment1@nwpg.gov.za |
| <u>CLOSING DATE</u> | : | 13 February 2026 at 15H00 (walk-in) and 00.00 mid-night (online) |
| <u>NOTE</u> | : | All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. Applications must be 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 be 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 D 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) 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. Candidates who previously applied for this position are encouraged to re-apply if they are still interested. |

OTHER POST

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| <u>POST 03/170</u> | : | <u>DEPUTY DIRECTOR: CONFLICT PREVENTION AND MANAGEMENT REF NO: NWP/OOP/2026/01</u> Re-advert Purpose: To ensure implementation of provincial conflict prevention and management strategies |
| <u>SALARY</u> | : | R896 436 per annum (Level 11), (all-inclusive package) |
| <u>CENTRE</u> | : | Mmabatho |
| <u>REQUIREMENTS</u> | : | Three-year tertiary qualification in Labour Relations/ Labour Law and/ or Humana Resource Management at NQF level 7(NQF level and credits) as accredited by SAQA. 6-7 years' experience in conflict prevention and management of which three (3) years should be in conflict prevention and management at Assistant Director level. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of public service labour relations policies, prescripts practices and related fields. Knowledge of labour legislation. Knowledge of collective bargaining. Knowledge of dispute resolutions and Project Management. Good Communication skills; Computer skills writing skills; Problem solving skills; Management skills; Ability to interpret and apply policy and relevant legislation. |
| <u>DUTIES</u> | : | Facilitation of conflict management and resolution. Conducting of advocacy on dispute, conflict and strike management procedures and relevant jurisprudence. The provision of provincial labour relations support services in relation to conflict prevention and management. The monitoring, evaluation and aligning of the efficacy of the provincial conflict prevention and management programmes. The dissemination of relevant information relating to contemporary labour cases, laws and articles on labour relations matters. |
| <u>ENQUIRIES</u> | : | Mr. B Malwane Tel No: (018) 388 3707 |

DEPARTMENT OF SOCIAL DEVELOPMENT

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| <u>APPLICATIONS</u> | : | The Acting Director: Human Capital Management. Department of Social Development, Private Bag X6, Mmabatho, 2735 or hand delivered to Ground Floor, Provident House Building, University Drive, Mmabatho, 2735. E-mailed applications will be accepted or considered. Email to SegoleL@nwpg.gov.za |
| <u>FOR ATTENTION</u> | : | Mr L Segole |
| <u>CLOSING DATE</u> | : | 13 February 2026 @ 16H00 |
| <u>NOTE</u> | : | Applications must be accompanied by Improved Z83 Employment Form (81/971431) obtainable from any Public Service Department and accessible on the DPSA website, www.dpsa.gov.za . The improved Z83 Form must be fully complemented in all areas signed and dated. Should the applicant use incorrect application form for employment (Z83), the application /s will not be considered for selection purposes (disqualified). Applicants are only submitting Z83 and CV, all other documents are submitted by shortlisted candidates only. A detailed Curriculum Vitae must clearly indicate the positions held, period in the position and key responsibilities with three contactable referees. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications and the evaluation certificate will be required on or before the day of the interview following communication from HR. Candidates must indicate the number of the post/reference number in their application and correct E-mail address per post. 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. 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. Incomplete applications will not be considered. Acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. The Department reserves the right not to make appointments, if you do not hear from the Department three months from the date of the advertisement consider your application unsuccessful. Previous employment records will be verified. 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. Applicants must also disclose or inform the Department whether they perform any additional remunerative work outside normal duties. The successful candidate will enter into an annual performance agreement and annually disclose his/her financial interest Directions On How To Fill In The New Z83 Form NB: Candidate should note the following information on the new Z83 application form: All fields of the Z83 are compulsory, and the applicant's signature is mandatory. The Z83 must be completed in full and signed for an applicant to be considered. The form must be completed in manner that provides sufficient information about the candidate, and the post applies for by completing all relevant fields. Part F is compulsory to be completed for applicants seeking re-employment into Public Service as it requires an applicant to specify if any conditions may prevent re-employment in the public service. Applicants currently employed by the public service do not need to complete the section intended for those seeking re-employment. The Z83 form must be completed in full and signed in order for an applicant to be considered. Part A, B, C and D applicants may leave questions blank, mark them as not relevant, and uses dashes or N/A if they do not apply to them or the position they are applying for. The initials on the second page, where the signature is situated, are not mandatory.

OTHER POST

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| <u>POST 03/171</u> | : | <u>STATE ACCOUNTANT MANAGEMENT ACCOUNTING REF NO: SD/2/26/23/I</u> Chief Directorate: Financial Management and Administration Directorate: Management Accounting |
| <u>SALARY</u> | : | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | : | Provincial Office (Mahikeng) |
| <u>REQUIREMENTS</u> | : | Grade 12. Advanced Diploma /B Degree (NQF7) or equivalent qualification) with a major in Accounting/ Financial Accounting and Cost and Management Accounting up to third year level. A minimum of 2-3 years' relevant experience in the financial environment. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and Financial Management. Knowledge of other Public Service procedures and prescripts applicable to your area of work. A Valid driver's license (with exception of disabled applicants). |
| <u>DUTIES</u> | : | The successful candidate will be responsible for the following: Budget formulation-assist with the compilation and facilitating budget process (main budget and adjustment budget) in the Office. Monitor budget implementation (actual against budget)–monitor spending and receipts against expenditure and income budget respectively. Assist to consolidate and prepare supporting documents for completion of the budgeting processes (MTEF, ENE and AENE). Coordinate the process of monitoring of cash flow. Capture budget shifts and virements. Assist the process of the loading of budget (MTEF), adjustment budget estimates (AENE) and budget shifts/ virements on the BAS System. Compile and verify the accuracy of In-Year Monitoring (IYM) reports monthly and quarterly and submit to the supervisor and Manager for review. Adhere to ad-hoc requests from the Manager. Contribute to the preparation of the Interim Financial Statements and Annual Financial Statements. Supervise subordinates and resources. |
| <u>ENQUIRIES</u> | : | Ms SP Maponya Tel No: (018) 388 1570 |