

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Practices and Administration, Ground Floor, Ga-rona Building or can be emailed to [recruitment2@nwpg.gov.za](mailto:recruitment2@nwpg.gov.za)
- CLOSING DATE** : 06 March 2026, (Applications must have reached the Office by 16h30 pm on the closing date, otherwise they will not be considered).
- NOTE** : General Instructions: Note: In terms of the Departmental Employment Equity Plan, females and persons with disabilities will receive preference. The Office is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the HoD echelons through the filling of these posts. Candidates whose transfer/promotion/appointment will promote the aforementioned will receive preference. The office reserves the right not to make an appointment to this post. Note: This is the re-advertisement and candidates who previously applied for this post need not to re-apply since their applications will be considered. The Applicant must fully complete all fields on the New Amended Z83 Form (81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled on every page. The new Z83 Form obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <http://www.dpsa.gov.za/newsroom/psvc/> and must be accompanied by a recently updated and Comprehensive/Detailed Curriculum Vitae with competencies and experience, including three (3) names of contactable referees. 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 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. The successful candidate will be required to enter into an employment contract and a performance agreement. Successful candidate will be subjected to security vetting. The candidate will have to disclose his/her financial interest. Please note: Applicants are only submitting Z83 and CV, all other documents are submitted by shortlisted candidates. Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiry persons to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make any appointments to the advertised posts.

**MANAGEMENT ECHELON**

- POST 06/206** : **HEAD OF DEPARTMENT (HOD) REF NO: NWP/OOP/2026/07**  
(5-year Fixed-Term Contract)  
Re-advertisement
- SALARY** : R1 813 182 per annum (Level 15), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules) plus non-pensionable Head of Department's allowance equal to 10% of the all-inclusive remuneration package.
- CENTRE** : Mmabatho
- REQUIREMENTS** : An appropriate post-graduate qualification (NQF 8) as recognised by SAQA. A minimum of ten (10) years' experience at Senior Managerial Level. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for

shortlisting and interviews, but the successful candidate shall not be appointed before successfully obtaining the certificate (SMS Pre-Entry/Programme) offered by the National School of Government. Information can be accessed via this link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Core management competencies: Strategic capability and leadership skills Client orientation and customer focus Financial management People management and empowerment Communication Project and programme management Change management, Knowledge management and service delivery Problem solving and analysis, Knowledge of MS Word, MS Excel and MS PowerPoint.

- DUTIES** : Provide effective, efficient management and administration in the Department. Provide strategic direction and leadership for the department. Ensure effective utilisation and training of staff. Maintain sound labour relations and discipline of staff. Ensure proper use, care and maintenance of state assets and resources. Render sound financial management in the department, including serving as an Accounting Officer of the department. Implement all laws and policies applicable to the department, any other function that may in law be entrusted, assigned, or delegated to an Accounting Officer and or Head of Department. Manage and Oversee Agricultural Regulatory and Technical Services, Agricultural Development and Farmer Support Services and Integrated Rural Development Services and Provide technical support on Public Private Partnership projects. Liaise with and co-ordinate partnerships with other government, non- governmental institutions and other partners.
- ENQUIRIES** : Ms. Yvonne Modubu Tel No: (018) 389 5638

#### **DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS**

***The North West Department of Cooperative Governance & Traditional Affairs is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. People with disability are encouraged to apply.***

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag X2145, Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex), email: [nwcogtarecruit@nwpg.gov.za](mailto:nwcogtarecruit@nwpg.gov.za)
- FOR ATTENTION** : Ms EtheliaMasibi Tel No: (018) 388 3933 or Ms Katlego Sebaetse Tel No: (018) 388 3935
- CLOSING DATE** : 06 March 2026, Time (16H00)
- NOTE** : Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience, and with full names, addresses, and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications; however, shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. OSD posts will be remunerated in accordance with relevant directives. Please note: It is the responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. NB: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>. Successful SMS Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will undertake a two day competency assessments at a venue and date determined by the Department. The competency assessment test generic managerial competencies using mandated DPSA SMS competency assessment tool. 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.

Appointment of the successful candidate(s) will be strictly subject to the Personnel Suitability Checks results/outcome before appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Directions on how to fill in the New Z83 Form NB: Candidate should note the following information on the new Z83 application form: 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. The questions related to conditions that prevent re-appointment under part F must be answered, 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. NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

#### **MANAGEMENT ECHELON**

<b><u>POST 06/207</u></b>	:	<b><u>DIRECTOR: TRADITIONAL INSTITUTIONAL &amp; RESOURCE ADMINISTRATION REF NO: 55/25-26</u></b> Chief Directorate: Traditional Institutional Management Directorate: Traditional Institutional & Resource Administration Job Purpose: To administer Traditional Institutional and Resource Administration support services.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 266 714 per annum (Level 13)
	:	Mmabatho
	:	Matric/Grade 12. Degree (NQF level 7) in Public Management / Public Administration / Financial Management / Financial Accounting / Business Management / Business Administration as recognized by SAQA. Minimum 5 years' relevant experience at Middle/Senior Managerial level in Traditional Institutional Management environment/Administration. SMS Pre-entry Certificate submitted prior to appointment. Valid driver's license. Competencies/Knowledge/Skills: In-depth knowledge of Customary Law Intergovernmental prescripts Traditional and Khoi San Leadership Act. North West Traditional Governance and Framework Act, North West House of Traditional Leaders Act, Public Financial Management Act, Public Service Regulation, Traditional Courts Act, Promotion of Administration Justice Act, Protection Access to Information Act, Promotion Access to Information Act, Strategic Planning, Communication Leadership Policy interpretation and Development. Facilitation, Report Writing, Computer Literacy Project Management, Problem Solving, Conflict management, Planning, Information Management, Financial Management, Analytical thinking.
<b><u>DUTIES</u></b>	:	Facilitate implementation of Traditional Council Land Administration Support. Facilitate implementation of Traditional governance and Resource Administration services. Coordinate implementation of Traditional institutional financial administration services. Coordinate implementation of district Traditional Institutions Financial and Administrative Support.
<b><u>ENQUIRIES</u></b>	:	Mr. S. Ruthoane Tel No: (018) 388 4129

#### **OTHER POSTS**

<b><u>POST 06/208</u></b>	:	<b><u>DEPUTY DIRECTOR: MUNICIPAL CORPORATE SERVICES REF NO: 56/25-26</u></b> Chief Directorate: Cooperative Governance Sub-Directorate: Municipal Governance & Corporate Services Job Purpose: To coordinate implementation of municipal corporate services.
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Mmabatho
	:	Matric/Grade 12. Diploma (NQF level 6) in Human Resource Management / Labour Law / Public Administration / Public Management / Development Studies / Business Administration / Public Governance as recognized by SAQA. Minimum 3 years' relevant experience in Human Resource Management/Municipal Corporate service at Assistant Director/Junior Management Level. Valid driver's license. Competencies /Knowledge / Skills: In Depth knowledge of Public Service Regulation Public Financial Management, Act Municipal Structure Act, Municipal Systems Act Development Levy Act, Municipal Financial Management Act ,Labour Relations Literacy, Communication, Promotion of Access to Information Act, Skills Development Act, Basic Conditions of Employment Act, Computer Literacy ,Communication, Report Writing Analytical Skills, Policy Interpretation and Development ,Facilitation, Problem Solving, Information management, Change Management.
<b><u>DUTIES</u></b>	:	Facilitate implementation of Municipal Organisational Development and Human Resource Planning services. Facilitate provision of municipal capacity development programmes. Facilitate provision of municipal Labour Relations services. Facilitate municipal Human Resource Administration support services.
<b><u>ENQUIRIES</u></b>	:	Mr. D. Moate Tel No: (018) 388 3544
<b><u>POST 06/209</u></b>	:	<b><u>DEPUTY DIRECTOR: MUNICIPAL GOVERNANCE SERVICES REF NO: 57/25-26</u></b> Chief Directorate: Cooperative Governance Directorate: Municipal Governance & Corporate Services Job Purpose: To coordinate implementation of municipal governance support services.
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mmabatho
	:	Grade 12/Matric. Diploma (NQF Level 6) in Public Administration /Law /Political Science /Risk Management/Public Governance /Financial Management /Accounting /Auditing as recognised by SAQA. Minimum 3 years' relevant experience in municipal administration or municipal governance environment at Assistant Director/Junior Management level. Valid driver's license. Competencies/Knowledge/Skills: In-Depth Knowledge of Municipal Structures Act , Municipal Systems Act ,Municipal Finance Management Act, Promotion of Administrative Justice Act, Section 79 Committees, Service Delivery Budget Implementation Plans, Integrated Development Plan, Risk management Framework, Local Government Anti-Corruption Strategy Codes of conduct for municipal officials , Prevention and Combating of Corrupt Activities Act, Public Accounts Committee procedures and best practices, National Treasury Regulations, Government-wide M&E Policy Framework, Medium-Term Strategic Framework, Operational Management Framework, Communication, Risk management and Internal Controls, Financial Management, Leadership, Financial Data Interpretation, Ethics and Integrity Management, Report Writing ,Computer Literacy, Facilitation, Policy Interpretation and Development, Analytical and research skills , Problem solving, Investigation.
<b><u>DUTIES</u></b>	:	Facilitate Municipal council oversight support. Monitor municipal Public Accounts Committee. Facilitate municipal Ethics, integrity and Anti-Corruption Management support. Monitor Intergovernmental Relations Structure. Facilitate implementation of Municipal Governance Legislation.
<b><u>ENQUIRIES</u></b>	:	Mr. D. Moate Tel No: (018) 388 3544