

**PROVINCIAL ADMINISTRATION: NORTH-WEST
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 applications including the Z83 and CV must be one document in PDF, indicating 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** : 27 March 2026 at 16H00 (walk-in and online), late application will not be considered
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the Employment Equity Plan for the Office, preference will be given to Persons with Disabilities, Youth, and Females for all these positions. 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. The Office reserves the right to introduce further objective criteria or post requirements for shortlisting should such a need arise. 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 Directorate 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. Appointment into SMS positions will be made only upon submission of the SMS pre-entry programme (Nyukela) certificate. Suitable SMS candidate/s identified by the selection panel will be required to undergo competency assessment prior to being appointed. Incomplete Z83 and late 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 t advertisement consider your application unsuccessful. The Office reserves the right not to make an appointment following this advertisement for any reason.

MANAGEMENT ECHELON

POST 09/276 : **CHIEF DIRECTOR: PROVINCIAL PLANNING AND SUPPORT REF NO: NWP/OOP/2026/08**

Job Purpose: To manage and coordinate the implementation of Provincial Strategy and Planning in line with National and Provincial Strategy frameworks.

SALARY : R1 494 714 per annum (Level 14), (all-inclusive package)

CENTRE : Mmabatho

REQUIREMENTS : Three-year tertiary qualification in Public Management & Governance/ Public Administration / Social Science/ Human Science at NQF level 7 and/or equivalent. A minimum of five (5) years' experience at Senior Management level with experience within the Provincial Strategy and planning. Knowledge, Skills, and Competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus; Communication.

DUTIES : To coordinate and facilitate strategic planning in line with provincial and national planning frameworks. Provide strategic support and guidance during departmental strategic planning reviews sessions. Manage assessment and compilation of the report of the 1st and 2nd draft departmental APPs. Manage one-on-one departmental APP assessment feedback with all departments for the 1st and 2nd draft APPs. Manage the coordination of the incorporation SOPA inputs into the 12 APPs for approval. The provision of planning support to the provincial departments and Municipalities. Manage implementation of the departments MPAT KPA1 improvement plan. Manage the provision of support to the departments on matters related to strategic plans and APPs. Manage provision of support to municipalities on matters related to Integrated Development Plans. Manage the assessment of the 1st draft 22 of municipal IDPs. Manage compilation of IDP assessment report and submission to the MEC for local Government and Human Settlement for the communication to municipalities. The building of capacity strategy and planning in provincial and local government, manage coordination of training for departments and municipalities on areas of related to strategy and planning. Manage consultation municipalities/ departments on planning matters to enhance integration amongst all relevant stakeholders. Manage the facilitation of the submission of the IDP assessment report to the MEC for local Government and Human Settlement. The facilitation and development of the provincial spatial plan in line with provincial priorities. Manage the development of the provincial spatial development framework. Manage the awareness/ advocacy programmes of the approved PSDF. Manage the coordination and support to municipalities on the alignment of their spatial development framework to the PSDF. Manage support to municipalities on the development of the land use management scheme. To facilitate development and coordinate implementation of Provincial Growth and Development Strategy. To facilitate and coordinate policy development and analysis in the Provincial Government.

ENQUIRIES : Mr J.T Maweela Tel No: (018) 388 4443

APPLICATIONS : E-Mail: ooprecruitment1@nwpg.gov.za

POST 09/277 : **DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: NWP/OOP/2026/09**

Job Purpose: To provide guidance and support on Organisational Development Programmes in the NWPG

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package)

CENTRE : Mmabatho

REQUIREMENTS : Three-year tertiary qualification at NQF level 7 and/or equivalent qualifications. Minimum of 5 years' experience at middle/senior management level within Organisational Development. Knowledge, Skills, and Competencies: Sound knowledge of Public Service prescripts/ legislations, monitoring and evaluation, research, presentation skills, conflict management & resolution, management skills, analytical skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.

DUTIES : Coordinate and facilitate Human Resource Policy and Planning processes. Coordinate and facilitate the development and implementation of Organisational design programmes. Coordination, facilitation and implementation of Service Delivery initiatives and Change Management Programmes. Coordinate and provide support to departments on development and implementation of Operations Management Framework building blocks. Perform generic senior management functions.

ENQUIRIES APPLICATIONS : Ms. G Motsilanyane Tel No: (018) 388 3105/5659
: E-Mail: ooprecruitment2@nwpg.gov.za

POST 09/278 : **DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: NWP/OOP/2026/10**
Job Purpose: Manage and coordinate HIV, STI & TB and Wellness, Health, Productivity, Occupational Health and Safety programmes across the NWPG.

SALARY CENTRE REQUIREMENTS : R1 266 714 per annum (Level 13), (all-inclusive package)
: Mmabatho
: Three-year tertiary qualification at NQF level 7 and/or equivalent qualifications. Registered with Health Professions Council of South Africa / Council for Social Services Professions. Minimum of 5 years' experience at middle/senior management level within Employee Health and Wellness Programme. Knowledge, Skills, and Competencies: Sound knowledge of Public Service prescripts/ legislations, monitoring and evaluation, research, presentation skills, conflict management & resolution, management skills, analytical skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.

DUTIES : Monitor the implementation of HIV, TB & STIs and other communicable diseases, Preventive, educational, care and Support programmes. Monitor the implementation of Wellness management programmes. Monitor the implementation of Health and Productivity management programmes. Monitor the implementation of Safety, Health, Environment, Risk & Quality management /OHS programme.

ENQUIRIES APPLICATIONS : Ms. G Motsilanyane Tel No: (018) 388 3105/5659
: E-Mail: ooprecruitment3@nwpg.gov.za

OTHER POSTS

POST 09/279 : **DEPUTY DIRECTOR: COLLECTIVE BARGAINING REF NO: NWP/OOP/2026/11**
Job Purpose: To manage and oversee functionality of collective bargaining in the province. Monitor and evaluate compliance with collective bargaining resolutions and processes in accordance with Public Service Legislation for purposes of achieving Labour Peace, and facilitation of relevant training on collective agreements.

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), (all-inclusive package)
: Mmabatho
: Three- year appropriate tertiary qualification in labour relations/ labour law and/ Human Resource Management at NQF level 6 and/or related qualifications (NQF level and credits). 6 years' experience in collective bargaining to which 3 years should be in collective bargaining at Assistant Director level. A valid driver's license. Knowledge, Skills and Competencies: Extensive knowledge of Public Service Labour Relations Policies, prescripts practices and related fields. Ability to interpret and apply policy and relevant legislation, Problem solving and Presentation skills, Analytical skills, Report writing and formulation, Management skills and Chairing Disciplinary cases

DUTIES : Ensure that designated chambers conduct their affairs in line with their respective constitutions. Manage Provincial Collective Bargaining Chamber. Implement and maintain employment policies, guidelines, collective agreements and procedures. Provide support in the management of sound employee relations in provincial departments

ENQUIRIES APPLICATIONS : Mr. B Malwane Tel No: (018) 388 3707
: E-Mail: ooprecruitment4@nwpg.gov.za

POST 09/280 : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS REF NO: NWP/OOP/2026/12**

Job Purpose: To coordinate, manage and monitor International Relations across the NWPG

SALARY CENTRE REQUIREMENTS

R896 436 per annum (Level 11), (all-inclusive package)
Mmabatho

Post graduate appropriate tertiary qualification in International Relations/ Political Sciences/Economics and/or related qualifications at NQF level 6 (NQF level and credits). 6 years' experience in International Relations at Assistant Director level. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of government prescripts and procedures, financial administration, PSA, PSR, PFMA, International law and policy and UN regulations and policies. Communication, Organisational skills, Project management and Events management. Application of International Relations as well as understanding of the South African foreign policy. Negotiation skills and change knowledge management. Understanding multilateral institutions such as the UN, AU, SADC, SACU and NAM.

DUTIES

Facilitate international dialogue to strengthen relations on foreign investment. Coordinate the implementation of memorandums of understanding between the province and sister governments abroad. Consolidate and promote the African Agenda by forging and maintaining relations. Coordinating international projects and managing stakeholders. Coordinate international visits. Update the data base of international missions.

ENQUIRIES APPLICATIONS

Ms. B Mothobi Tel No: (018) 388 3086
E-Mail: ooprecruitment5@nwpg.gov.za

POST 09/281 : **DEPUTY DIRECTOR: PUBLIC PARTICIPATION REF NO: NWP/OOP/2026/13**

Job Purpose: To manage the facilitation and coordination of the Public Participation Programme across the NWPG.

SALARY CENTRE REQUIREMENTS

R896 436 per annum (Level 11), (all-inclusive package)
Mmabatho

Three- year appropriate tertiary qualification in Public Management/ Administration at NQF 6 and/or related qualifications (NQF level and credits). 6 years' experience in Public Participation to which 3 years should be within Public Participation at Assistant Director level. A valid driver's license. Knowledge, Skills and Competencies: Customer care and public administration, understanding of national, provincial and local government structures and relations, Sound knowledge of community structures, understanding of programme and project management. Computer literacy skills in Excel, Word, power point, Reporting skills, Creative thinking and analytical, Report writing, Effective verbal and writing communication, Negotiation and facilitation, Interpersonal and cooperative team work, Computer literacy, Data capturing and Time management.

DUTIES

The management and coordination Presidential Hotline. The management of complaints database and responses. The coordination, monitoring establishment and functioning of the Thusong Service Centre. The management of complaints and complements management strategy. Coordinate and manage the implementation of provincial service delivery intervention programmes. Manage the coordination and facilitation of Frontline Service Delivery Monitoring.

ENQUIRIES APPLICATIONS

Mr, J.T Mawelela Tel No: (018) 388 4443
E-Mail: ooprecruitment6@nwpg.gov.za

POST 09/282 : **DEPUTY DIRECTOR: IT GOVERNANCE, PROJECTS AND POLICY DEVELOPMENT REF NO: NWP/OOP/2026/14**

Job Purpose: To implement corporate governance and manage IT Projects and policy development

SALARY CENTRE REQUIREMENTS

R896 436 per annum (Level 11), (all-inclusive package)
Mmabatho

Three- year appropriate tertiary qualification in Information Technology at NQF level 6 and/or related qualifications (NQF level and credits). 6 years' experience in Information Technology to which 3 years should be within the IT Governance, IT policy development or IT projects management at Assistant Director level.

Added advantages are certification PRINCE2, MICROSOFT/AZURE Administration, TOGAF & GWEA. Knowledge, Skills and Competencies: Public service Act and regulations, Project management principles, International best practices, IT Policy development, ICT corporate governance frameworks. IT Audits, Total Quality Management, ICT contract management, vendor relationship management, Strategic Management and Risk Auditing. Computer literacy skills in MS Teams, MS SharePoint, MS Outlook, MS AZURE AD, Excel, Word, power point. Technical Reporting, Presentation, Project management skills. Quality control and assurance skills. IT Support and service delivery, Problem solving, Interpersonal relationship, Strategic and financial planning, Report writing, good communication. Ability to apply and interpret policy, Research, and ability to work independently and as a team leader.

DUTIES

: Drive the development of departmental technology standards, policies, procedures to ensure compliance with DPSA/Government-wide ICT prescripts customised according to departmental requirements. Manage governance processes and performance metrics to ensure ICT delivers value to the department; Develop and define the IT Service Management policy to implement and manage the quality of ICT Services that meets business needs and serves as the ICT functional commitment to the departments. Manage, ICT contracts and service level agreements with service providers: Manage all ICT-related business risks, including findings; Enable the department to achieve its strategic mandate (current and future capabilities) and objectives by aligning business, and IT plans; Enable the department to achieve all ICT investments' predetermined value and benefits; Manage financial, human resources, business plans, and reporting processes; Manage the departmental ICT assets; Optimise expenditure and eliminate duplication of ICT solutions and associated technologies; Manage Enterprise agreements, Business Agreements (BA) and Services Level Agreements with SITA and Microsoft. The implementation and monitoring of Change Controls. Manage and report on All ICT related projects, portfolio and programmes. Participate in the Office of the Premier ICT structures e.g. budget committee, GITO council, ICT Steering Committee, etc.

ENQUIRIES APPLICATIONS

: Mr. G.D Mohaule Tel No: (018) 388 4393
 : E-Mail: ooprecruitment7@nwpg.gov.za

POST 09/283

: **SENIOR CUSTOMER SUPPORT OFFICER REF NO: NWP/OOP/2026/15**
 Job Purpose: To provide and facilitate technical ICT helpdesk support role to the Provincial Departments

SALARY CENTRE REQUIREMENTS

: R468 459 per annum (Level 09)
 : Mmabatho
 : A three-year tertiary qualification in Information Technology at NQF level 6 and /or related qualifications (NQF level and credits) .3 years' experience in IT customer support of which 2 years must be at supervisory level. ITIL foundation certification. Knowledge, Skills and Competencies: knowledge in incident management system and ITIL, Protection of Personal information Act, Public Service Act, Public Service Regulation as amended, Employment Equity Act, Skills Development Act, Labour Relations Act, Public Finance Management Act, and CGICT Policy Framework. Technical, Reporting Skills, MS Office Skills and Customer service focus and commitment, teamwork, Emotional intelligence, Interpersonal skills, problem solving, communication, presentation, conflict resolution.

DUTIES

: Receive, analyse and assign ICT action requests/incidents. Creation and administration of user accounts. Provide first line IT technical support. Service Level Management of call centre. Extract reports, analyse and report writing with recommendations to management to improve service delivery. Assess IT service requests/ incident management quality, compliance and adherence to policies and procedures. Develop and implement standard operating procedures. Monitor IT incidents to ensure that are assigned properly and resolved on time. Facilitate the customer communication. Supervision of Provincial IT Customer Care Centre services and staff. Follow up on resolved incidents to ensure end user satisfaction.

ENQUIRIES APPLICATIONS

: Ms. L Mofela Tel No: (018) 388 4033
 : E-Mail: ooprecruitment8@nwpg.gov.za

<u>POST 09/284</u>	:	<u>ADMINISTRATION OFFICER (X2 POSTS)</u> Purpose: To provide and supervise administrative and procurement support in the Directorate.
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07) Ngaka Modiri Molema District Office Ref No: NWP/OOP/2026/16 (X1 Post) Bojanala District Office Ref No: NWP/OOP/2026/17 (X1 Post)
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Public Administration at NQF level 6 and /or equivalent qualification (NQF level and credits). 2 –3 years' experience in clerical or administrative experience in Administration. Knowledge, Skills & 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. Basic knowledge on financial administration. Good telephone etiquette. Sound organisational Skills. Good people skills. Basic written communication skills.
<u>DUTIES</u>	:	Provide general clerical support services. Provides supply chain clerical support services within the component. Provide personnel administration support clerical support services within the Component. Provide financial administration support services in the component. Supervision of staff. Collection of data (Consolidation of stakeholders' data, Collect POE, and reports.
<u>ENQUIRIES</u>	:	NMMD: Mr. K Thaganyane Tel No: (018) 388(NMMD)/ Bojanala District: Ms. L Letlape Tel No: (014) 592 3935
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment9@nwpg.gov.za
<u>POST 09/285</u>	:	<u>ADMINISTRATIVE CLERK: HUMAN RESOURCE STRATEGY AND PLANNING REF NO: NWP/OOP/2026/18</u> Job Purpose: To render administrative support services in the Human Resource Strategy and Planning Chief Directorate.
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 and/or equivalent qualification as recognised by SAQA. Knowledge, Skills and Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework. Ability to interpret and apply policies, Computer, Verbal and Communication, Planning and organisation Language.
<u>DUTIES</u>	:	Provides a clerical support service to the manager. Provide supply chain support services within the component. Provide personnel administration support within the component. Provide financial administration support services in the component. Ensure efficient and effective support to the Component.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. G Motsilanyane Tel No: (018) 388 3105/5659 E-Mail: ooprecruitment10@nwpg.gov.za
<u>POST 09/286</u>	:	<u>CLEANER (X5 POSTS)</u> Job Purpose: To provide cleaning and housekeeping services to Office of the Premier – North West Province.
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02) Mmabatho Ref No: NWP/OOP/2026/19 (X4 Posts) Bojanala District Ref No: NWP/OOP/2026/20 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 and/ or equivalent qualifications as recognised by SAQA. Knowledge, Skills and Competencies: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relations and knowledge of Batho Pele Principles. Knowledge of cleaning products/materials and equipment. Knowledge of operating cleaning equipment. Ability to work under pressure. Teamwork. Client focus and responsiveness. Be able to perform manual work. Show commitments and loyalty. Be punctual, productive and show good behaviour towards customers.
<u>DUTIES</u>	:	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
APPLICATIONS

: Mr. T Koko Tel No: (018) 388 3540 / Mr. E Lerefolo Tel No: (018) 388 3439
: E-Mail: ooprecruitment11@nwpg.gov.za