

**PROVINCIAL ADMINISTRATION: NORTH WEST PROVINCE
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag x 2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street , Industrial Site, Mafikeng (Behind the Crossing Shopping Complex) for attention: Ms Ethelia Masibi, tel. (018) 388 3933 or Ms Katlego Sebaetse, tel. (018) 388 3935, email: nwcoqtarecruit@nwpg.gov.za
- CLOSING DATE** : 10 July, Time (15H30)
- 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>. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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 conditions 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 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

- POST 22/463** : **DIRECTOR: MUNICIPAL DEVELOPMENT PLANNING REF NO: 01/26-27**
Chief Directorate: Development and Planning
Directorate: Municipal Development Planning
Job Purpose: To administer implementation of municipal Development planning services.
- SALARY CENTRE REQUIREMENTS** : R1 317 384 per annum. (all-inclusive remuneration package) (Level13)
: Head Office
: Matric/Grade 12/Degree(NQF7) in Local Government/Development Studies/Public Administration/Public Management/Governance/Town Planning/Urban and Regional Planning/Spatial Planning/Environmental Science/Social Science/Economics/Surveying/Geographic Information Systems/ as recognised by SAQA. Minimum of 5 years relevant experience in Local Government and

Municipal environment at Middle/senior Management Level. Nyukela SMS Pre-Entry Certificate submitted prior to appointment, A valid driver's license. Competencies/Knowledge/Skills: In-depth knowledge of Municipal Structure Act, Municipal Finance Management Act, Municipal Systems Act, Municipal By-Laws, Spatial Planning and Land Use Management Act, Development Facilitation Act, Inter-governmental Relations Framework Act, Public Finance Management Act, Public Service Act and Regulations, National Development Plan, Municipal Planning Processes, systems and timeframes, Integrated Development Planning alignment Processes, Integrated Urban Development Framework, Rural and Urban Development Policies, Land Tenure systems and Property Law, Leadership and People Management, Strategic Planning and Coordination, Analytical and Research, Conflict Management and Resolution, Communication and Stakeholder Engagement, Project and Programme Management, Policy Interpretation and development, Report Writing and Presentation, Computer Literacy, Facilitation, Financial Management.

- DUTIES** : Coordinate development, review and alignment of municipal five-year Strategic Integrated Development plan. Coordinate implementation of Local Economic Development Planning. Coordinate the Provincial Spatial Development Framework and ensure alignment with Municipal Spatial Development Frameworks. Coordinate administration of Spatial Planning and Land Use Management (SPLUMA). Coordinate implementation of District Development Model, One Plans and Catalytic projects. Facilitate development and review of Land Use Schemes.
- ENQUIRIES** : Mr S Ramagaga, tel. (018) 388 5890

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION, AND TOURISM

It is the Department 's intention to promote Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. White males and females are encouraged to apply.

- APPLICATIONS** : Completed 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 E-mail: dedectapplications@nwpg.gov.za

CLOSING DATE : 10 July 2026

NOTES : Application must be submitted on a newly subscribed Z83 Form, obtainable from any Public Service Department, which must be signed and dated (and unsigned and not dated Z83 form will disqualify an application) and must be accompanied by a recently up-dated, comprehensive CV, including the details of at least three contactable referees (should be people who recently worked with the applicant). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not being contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed and late applications will be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Successful completion of the Nyukela Public Service (SMS Pre Entry Certificate) is required prior to finalization of an appointment into any SMS post. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. 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. Successful applicants will be required to enter into an employment contract and a performance agreement. Disclosure of financial interests is the requirement.

MANAGEMENT ECHELON

POST 22/464 : **CHIEF DIRECTOR: ECONOMIC PLANNING REF NO: 01/DEDECT/2026/NW**

SALARY : R1 554 696 per annum (level 14) All-Inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.

<u>CENTRE REQUIREMENTS</u>	:	Mahikeng
	:	An appropriate Bachelor's Degree (NQF Level 7) in the field of Business Economics / Economic Planning or equivalent qualification as recognised by SAQA Postgraduate qualification(s) in the Economics field of study will be an added advantage Extensive experience in the field of economic development, export and investment promotion Knowledge and understanding of the economic development sector, as well as, industry development Experience of conducting economic development research A minimum of 5 years' experience at a senior management level or equivalent to SMS level from other sectors A valid driver's license. Competencies: Financial management Strategic capability and leadership Programme and Project management Change management Knowledge Management Service Delivery Innovation problem solving and Analysis People management and Empowerment Client orientation and customer focus Communication Honesty and Integrity Computer literacy.
<u>DUTIES</u>	:	Perform functions as a Chief Economist Develop and implement interventions and strategies to stimulate economic growth and development through industry development, trade and investment promotion Facilitate and co-ordinate the development of the major Provincial economic sectors (agro processing, manufacturing, mining beneficiation, tourism and green economy) Facilitate the support of industries in order to contribute to the acceleration of economic growth rate Address the millennium development goals, national and provincial goals of job creation and the constitutional mandate Facilitate and undertake research that will inform the development and review of economic development plans, policies and strategies in alignment with national and provincial priorities Conduct research and feasibility studies on prospective projects in terms of, inter alia, technical, socio-economic, environmental and financial management and market processes to aid decision-making about the type of project support and links to sector development Manage the implementation of broad economic strategies and other imperative initiatives to transform the provincial economy e.g. Special Economic Zones (SEZ), Black industrialists and Industrial parks Develop and implement key economic sectors strategies that influence provincial economy growth and development Facilitate and manage creation of an enabling environment for key Provincial industries that have the potential to significantly contribute to job creation, skills development, establishment and growth of small medium and large business and support BBEE through rural and township economy within the four districts of the Province To enhance the competitiveness of the province's priority economic sectors and ensure that they can compete within a global, continental and international scale Manage strategic projects and partnership/ service level agreements with key stakeholders in provincial prioritised economic sectors and ensure that are successful completed within budgetary timelines and performance requirements Manage the performance of the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr. R. E. Mofokane - Tel: (018) 388 5823
<u>POST 22/465</u>	:	<u>CHIEF DIRECTOR – CORPORATE SERVICES REF NO: 02/ DEDECT/2026/NW</u>
<u>SALARY</u>	:	R1 554 696 per annum (level 14) All-Inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.
<u>CENTRE REQUIREMENTS</u>	:	Head Office – Mahikeng
	:	An appropriate Bachelor's degree (NQF Level 7) as recognised by SAQA. A minimum of 5 years' experience at a senior management level or equivalent to SMS level from other sectors. A valid driver's license. In-depth knowledge and understanding of corporate services management in public service. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation skills. Problem-solving and analysis skills. People management and empowerment skills. Client orientation and customer focus. Communication skills. Honesty and integrity. Networking and presentation skills. Computer skills. Excellent, in-depth knowledge of and insight into all applicable policy frameworks governing the public sector.
<u>DUTIES</u>	:	Oversee the rendering of Human Resource Management & Development Services within the Department. Manage the provision of strategic support and administration services. Oversee the legal support services of the Department. Oversee security compliance and transformation within the Department. Oversee the management of ICT Corporate communication and Knowledge management within the Department. Ensure departmental compliance to the PAIA and POPIA. Monitor Communications Services within the Department. Coordinate strategic planning cycle, strategic and business plans. Collate organizational performance reports quarterly and annually. Manage and provide support services to the entire department. Manage information by ensuring that all information in the department is secure/accessible/reliable and properly recorded. Minimize risk to the department by ensuring that controls for all internal processes are in place. Develop and implement efficient reporting systems to ensure optimal internal decision-making for management. Manage the departmental PMDS for Senior Management Services in line with the Annual Performance Plan and

implementation plan as well as annual report. Provide financial and personnel leadership and ensure overall management and control of the Chief Directorate Corporate Services.

ENQUIRIES : Mr. R. E. Mofokane - Tel. (018) 388 5823

POST 22/466 : **CHIEF DIRECTOR – INTEGRATED ECONOMIC DEVELOPMENT SERVICES (IEDS)**

SALARY : R1 554 696 per annum (level 14) All-inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.

CENTRE : Head Office – Mahikeng

REQUIREMENTS : An appropriate Bachelor's degree (NQF Level 7) in Economics / Economic Development / Economic Management and Analysis / Business Entrepreneurship or equivalent qualification as recognised by SAQA. Postgraduate qualification (s) in the afore-mentioned fields of study will be an added advantage. A minimum of 5 years' experience at a senior management level or equivalent to SMS level from other sectors. A valid driver's license. Competencies: Financial management, Strategic Capability and Leadership, Programme and Project management, Change management, Knowledge management, Service delivery innovation, Problem solving and Analysis, People management and Empowerment, Client orientation and customer focus, Communication, Honesty and Integrity. Computer literacy.

DUTIES : Manage the contribution by the Department to the local economic growth and development. Identify regulatory burdens that negatively affect business development. Manage strategic projects and partnership / service delivery level agreements with key stakeholders in the sector and ensure that they are successfully completed within the budgetary timelines and performance requirements. Manage the empowerment of enterprises of the designated groups with the aim of addressing economic disparities. Manage the implementation of broad economic strategies and other imperative initiatives to transform the provincial economy. Conduct viability and financial management and market processes to aid decision-making about the type of project support and links to support programmes. Assess the impact on increased coordination and partnership regarding funding of enterprises (SMMEs and Cooperatives). Facilitate the alignment of all procurement policies to empower Cooperatives and SMMEs at provincial and local levels. Ensure proper implementation of incubation and skills development programme to sustain small business in the province. Manage the implementation of Departmental Risk Management policy. Collaborate with municipalities through their integrated development plans to develop and implement enterprise development programmes towards improved Local Economic Development. Manage the provision of technical support to the Province and municipalities during the implementation of Small Business Portfolio programmes within the districts / municipalities (DDM). Manage and ensure effective and efficient utilisation of the financial, human and physical resources of the Chief Directorate in line with the applicable legislation. Communication (verbal, written and formal presentations, etc) with stakeholders from diverse backgrounds and deliver relevant information.

ENQUIRIES : Mr. R. E. Mofokane - Tel: (018) 388 5823

POST 22/467 : **CHIEF DIRECTOR – BUSINESS REGULATORY AND CONSUMER PROTECTION (BUSREG)**

SALARY : R1 554 696 per annum (Salary level 14) All-inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.

CENTRE : Head Office – Mahikeng

REQUIREMENTS : An appropriate Bachelor's degree (NQF Level 7) in Business Administration / Business Management / LLB or equivalent qualification as recognised by SAQA. Postgraduate qualification(s) in the afore-mentioned field of study will be an added advantage. A minimum of 5 years' relevant experience at a senior management level or equivalent to SMS level from other sectors. Valid driver's license. Competencies: Financial management. Strategic capability and leadership. Programme and project management. Change management. Knowledge management. Service delivery innovation. Problem-solving and analysis. People management People management and empowerment. Client orientation and customer focus. Honesty and integrity.

DUTIES : Oversee an enabling regulatory environment that supports economic growth. Oversee compliance level on liquor licensing. Oversee compliance on business licensing. Oversee the programme adherence to the maintenance of effective and efficient transparent systems of financial management and effective management of risks. Oversee the contribution by the Business Regulations sector to job creation and regulation of informal businesses. Oversee implementation of economic programmes. Manage and implement consumer protection and regulatory strategies, administration of liquor and business regulation.

<u>ENQUIRIES</u>	:	Mr. R. E. Mofokane - Tel: (018) 388 5823
<u>POST 22/468</u>	:	<u>DIRECTOR – HUMAN CAPITAL MANAGEMENT</u>
<u>SALARY</u>	:	R1 317 384 per annum (level 13) All-inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.
<u>CENTRE REQUIREMENTS</u>	:	Head Office – Mahikeng An appropriate Bachelor’s degree (NQF Level 7) in Human Resource Management / Public Administration / Public Management / Industrial Psychology or equivalent qualification as recognised by SAQA. A minimum of 5 years’ relevant experience at a middle/senior management level or equivalent to SMS level from other sectors. Client focussed HR strategist. A thorough understanding of policy formulation and coordination. Proven experience in or through understanding Human Capital Management and broader talent management strategies. A good background in turnaround and change management strategies. Experience and insight into legislation that impacts on human resource practices and administration. A valid driver’s license. Competencies: A result-driven, customer-focused approach, with excellent planning, organisational communication (written and verbal) and presentation skills. Analytical and innovative thinking. Knowledge of human and financial resource management. Good computer literacy in the Microsoft Office suite (Word, Excel and PowerPoint). The ability to work in highly pressured environment and driven by a sense of urgency to meet deadlines. Leadership skills. Research and policy formulation. Presentation and facilitation skills. Executive report-writing skills. People management. Financial management. Strategic planning. Project management. Change and knowledge management. Negotiation skills. Knowledge of Government systems (PERSAL).
<u>DUTIES</u>	:	Provide leadership and strategic direction in the Directorate. Ensure the provision of comprehensive organisational development support. Co-ordinate and integrate the service delivery programmes of the department. Manage and utilise resource practice and administration. Manage overall employee relations. Develop and manage employee health and wellness. Manage and co-ordinate human capital planning, salaries and information systems services that support the departmental strategy. Design and manage strategic human resource training and development services. Manage and utilise resources in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Mr. M. J. Matebesi - Tel: (018) 388 1335
<u>POST 22/469</u>	:	<u>DIRECTOR – CONSUMER PROTECTION</u>
<u>SALARY</u>	:	R1 317 384 per annum (level 13) All-inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Mahikeng An appropriate Bachelor’s degree (NQF Level 7) in the related field as recognised by SAQA. A minimum of 5 years relevant experience at a middle/senior management level or equivalent to SMS level from other sectors. A valid driver’s license. Competencies: Strategic capability and leadership. Programme and project management. Financial management. Change management. Knowledge management and empowerment. Client orientation and customer focus. Communication skills. Honesty and integrity. Computer literacy.
<u>DUTIES</u>	:	Develop, implement and promote measures that ensure the rights and interests of consumers. Render consumer education and service delivery services. Provide for prohibition and control of unfair business practices in the interests and protection of consumers. Investigate consumer complaints. Render consumer affairs court services. Render consumer education and advisory services. Ensure compliance and enforcement of legislation related to commence.
<u>ENQUIRIES</u>	:	Ms. K. C. Taoana - Tel: (018) 388 5959
<u>POST 22/470</u>	:	<u>DIRECTOR: SUPPLY CHAIN AND FLEET MANAGEMENT</u>
<u>SALARY</u>	:	R1 317 384 per annum (level 13) All-inclusive Remuneration Package): 60% or 70% of the inclusive salary package must go into the basic salary.
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Mahikeng An appropriate Bachelor’s degree (NQF Level 7) in Supply Chain Management / Financial Management / Economic / Auditing or equivalent qualification as recognised by SAQA. A minimum of 5 years relevant experience at a middle/senior management level or equivalent to SMS level from other sectors. Knowledge and experience in Supply Chain, Assets and Fleet management. Must be computer literate and must have worked on an enterprise resource planning (ERP) system. A valid driver’s license. Competencies: Strategic capability and leadership. Programme and project management. An in-depth knowledge of applicable financial legislations and regulations, including exposure to Preferential Procurement Policy Framework Act (PPPFA), Broad-based black empowerment Act, Standards of Generally Recognised Practice and the Public Finance Management Act. Knowledge and understanding of Government

imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). Proven leadership, management, project management, communication, interpersonal, conflict resolution, analytical and financial management skills. Must be able to work under pressure.

DUTIES

: Provide strategic direction, leadership and management regarding Supply Chain, Asset and Fleet Management functions. Develop, manage and execute the key strategic objectives and business plans of the Supply Chain, Asset and Fleet Management. Ensure the necessary organizational capacity is created and managed for delivery on core operational requirements. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management. Interpret, understand and implement Supply Chain Management and asset management as contained in relevant legislation, regulations and GRAP standards. Develop and implement relevant policies and procedures with respect to Supply Chain, Asset and Fleet Management. Develop and implement internal control procedures to ensure the effective functioning of the unit and management of risk. Ensure sound contract management systems.

ENQUIRIES

: Ms. K. C. Molosiwa -Tel: (018) 388 5922

PROVINCIAL TREASURY

The North West Provincial Treasury is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. Women, People with Disabilities and Youth are encouraged to apply as the targeted groups as per our employment equity plan. The Employment Equity Plan for the Department will be considered when filling vacant positions. It is our intention to promote representivity.

APPLICATIONS

: Applications should be forwarded to: The Director: Human Resource Management, North West Provincial Treasury, Private Bag X2060, Mmabatho 2735, marked for attention: N Marengwa, K Chuma, L Rapodile, or S Nage, 2nd Floor, Garona Building. You can also email your application to ptvacancies@nwpg.gov.za. The maximum limit is 35MB for applications to be transmitted successfully, otherwise you will have to send more than one email. When you submit by email, please put the reference number and post job title in the subject line. The reference number should be indicated on the application. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Applications should be submitted on time. Applications received after the closing date will not be accepted and considered.

CLOSING DATE

: 10th July 2026

NOTES

: Applications must quote the relevant reference number and be submitted on the NEW Z83 form, obtainable from any Public Service Department or the DPSA website at <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using the incorrect application for employment (old Z83), it will not be considered. The Z83 must be fully completed and signed and accompanied by a comprehensive/ detailed recent Curriculum Vitae (including full particulars of training, qualifications, certificates, skills, competencies, and knowledge, specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service). At least three contactable referees should be provided. (Telephone numbers and email addresses must be indicated). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and training certificates as well as a driver's license where necessary. This must be submitted on or before the day of the interviews. Non-SA citizens who are shortlisted must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by a SAQA evaluation report on the qualification. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such an evaluation report (only when shortlisted). It will be expected of candidates to be available for interviews and assessments on the date and time and at a place as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. The Department will conduct reference checks which may include social media profiles of the shortlisted candidates. All shortlisted candidates, including SMS, shall undertake to 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 successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and Directorships that they may be associated

with and declare any business they had or are conducting with an Organ of State. It will be required by employees who fall within the designated groups to do financial disclosures to submit such within three months of their appointment. Failure to comply with the above requirements will result in the disqualification of the application. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. Should you not be contacted within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right to cancel the recruitment process and not fill a position or re-advertise the posts at any time in the future. Correspondence will be limited to short-listed candidates only.

OTHER POSTS

POST 22/471 : **HUMAN RESOURCE PRACTITIONER REF NO: NWFIN/2026/01 (2 POSTS)**
 Programme: Administration
 Sub Programme: Corporate Services
 Directorate: Human Resource Management and Development
 Sub Directorate: HR Administration and Practices

SALARY CENTRE REQUIREMENTS : R413 001 – R486 501.per annum (Level 8)
 : Mmabatho
 : As a minimum a National Diploma or Advanced Certificate in HR/ Public Administration/ Social Sciences or equivalent NQF 6 qualification. Two (2) years' relevant experience in a recruitment environment as well as practical working PERSAL experience. PERSAL Introduction Certificate is compulsory. Application of resources as well as understanding of relevant legislative framework and variety of work changes and procedures governing Public Service such as, but not limited to Public Service Act, Public Service Regulations, Labour Relations Act, Employee Equity Act and any other relevant prescripts and policies guiding HR practices in Government. Analytical thinking, creative and innovative. Good communication and presentation skills. Computer and report writing skills. Ability to work under pressure. The ability to interpret and apply policies. Ability to conduct research. The ability to function independently and work as part of the team. Good interpersonal relations.

DUTIES : Implement Recruitment and Selection processes in the Department by advertising of vacant posts, selection and interviews. Implement and do personnel suitability checks and verification of qualifications. Implement personnel utilization and mobilization processes on PERSAL by implementing appointments, promotions, transfers, movements and relocations. Assist MMS and SMS with structuring of salary packages and implementation on PERSAL. Update basic information of employees on PERSAL. Request exit interview questionnaires and do exit interviews. Assist with the appointment of employees on development programmes. Address HR enquiries related to HR Practices.

ENQUIRIES : Ms N Marengwa Tel: (018) 388 3490

POST 22/472 : **COMMUNICATION OFFICER REF NO: NWFIN/2026/02**
 Programme: Administration
 Sub-Programme: Corporate Services
 Sub Directorate: Communication Services

SALARY CENTRE REQUIREMENTS : R413 001 – R486 501.per annum (Level 8)
 : Mmabatho
 : As a minimum a National Diploma or a Bachelor's Degree in Communications/ Public Relations/ Journalism or equivalent NQF 6 qualification. A minimum of two (2) years' practical experience in a communication environment. Candidates must demonstrate strong media liaison skills and have a solid understanding of government legislative frameworks. Experience in website content management, digital publishing, content management systems and the distribution of government information through digital platforms. Ability to work independently but also be a team player. Good interpersonal, communication, analytical ability, research, report writing, people, facilitation, and presentation skills. Computer literacy in MS Office packages. A valid Driver's license. The incumbent must be willing to travel extensively and work irregular hours.

DUTIES : Assist with management of public relations and promote departmental programs to the public. Handle media inquiries, Media Monitoring, write media advisories and media statements, plan for press conferences and management of media databases. Track daily news coverage and analyse public perceptions of the department. Manage official social media accounts, website content, and digital campaigns and articles for external newsletters. Capture high-quality photographs and coordinate video recordings during official events.

ENQUIRIES : Ms K Gill Tel: (018) 388 3584/ 1363

<u>POST 22/473</u>	:	<u>HARDWARE TECHNICIAN REF NO: NWFIN/2026/03 (2 POSTS)</u> Programme: Administration Sub-Programme: Corporate Services Directorate: Information Communication Technology
<u>SALARY</u>	:	R413 001 – R486 501.per annum (Level 8)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or advanced certificate in IT or equivalent NQF 6 qualification. A bachelor's degree in IT (NQF7) will be an added advantage as well as the following certificates: A+, N+ CISCO & CCNA. A minimum of two (2) years' relevant practical experience in an IT environment. A valid driver's license. It will be expected that the official will travel. Infrastructure technology and software configuration requirements. Network operating systems. Knowledge of methods, tools and equipment used in computer testing, repairs and maintenance. Troubleshooting skills and experience in Microsoft platforms. Knowledge of Entra-ID and Windows/Linux Platform. Good telephone etiquette. Report Writing skills, problem solving skills, project management skills, and team player.
<u>DUTIES</u>	:	Attend and Resolve Information Technology related action requests. Attend and resolve network related calls immediately. Initiate and participate in ICT projects and implementation of projects within timelines i.e. M365 or any 4IR technology. Render information security, back-up, and recovery. Conduct user awareness workshops. Perform hardware and software audits. Ensure efficient and timeously communication with officials regarding Incidents and logged calls.
<u>ENQUIRIES</u>	:	Ms K. Gill Tel: (018) 388 3584/1363
<u>POST 22/474</u>	:	<u>SENIOR MANAGEMENT ACCOUNTANT REF NO: NWFIN/2026/04</u> Programme: Administration Sub-Programme: Financial Management Sub Directorate: Management Accounting Services
<u>SALARY</u>	:	R413 001 – R486 501.per annum (Level 8)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advanced Certificate in Finance/ Cost and Management Accounting/ Accounting or equivalent NQF 6 qualification. A minimum of two (2) years' relevant experience in a budget management environment. Sound analytical thinking and problem-solving skills. Good communication (verbal and written) and interpersonal skills. Creative and innovative skills. Ability to work independently and in a team. Sound Report writing. Compliance with deadlines. Ability to work under pressure with minimum errors. Extensive knowledge of Budget Process, Budget Management, Revenue management, Expenditure Management, Financial prescripts, Public Finance Management Act (PFMA), Treasury regulations. Computer literacy – MS Power Point, Word and Excel. In-debt knowledge of Government systems (BAS, Walker and Vulindlela) will be an added advantage.
<u>DUTIES</u>	:	Consolidate, check, collect and prepare financial supporting information for completion of the budgeting process (MTEF). Coordinate the process of management and monitoring of cashflow, budget, revenue and expenditure (departmental spending) and report on budget deviations (variances) and report to the Manager on a regular basis. Facilitate the process of loading of Departmental budget (MTEF), adjustment budget estimates (AEPRE), prepare requests of budget shifts/virement, and any roll-over in the BAS System. Monitor any underspending/ overspending of budget and expenditure and report to the Manager on a regular basis. Compile and verify the accuracy of In- Year Monitoring (IYM) monthly and quarterly reports and submit them to the Manager for checking. Supervise and assess performance of sub-ordinates and the departmental budget queries.
<u>ENQUIRIES</u>	:	Ms. A Makgopa Tel: (018) 388 1066
<u>POST 22/475</u>	:	<u>SENIOR ASSET MANAGEMENT OFFICER REF NO: NWFIN/2026/05</u> Programme: Administration Sub-Programme: Financial Management Sub Directorate: Asset Management
<u>SALARY</u>	:	R413 001 – R486 501.per annum (Level 8)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advance Certificate in SCM/ Logistics Management/ Asset Management/ Finance or equivalent NQF 6 qualification with two (2) years' experience. A Degree (NQF 7) will be an added advantage. Ability to interpret and apply policies. Analytical and innovative thinking. Research, Report writing, Workshop presentation and facilitation. Adaptability during changes to meet the goals. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the public service such as: Public Service Act, Public Service Regulations, Employment Equity Act, Skills Development Act, Basic

		Conditions of Employment Act, Labour Relations Act, Promotion of Access of Information Act, Medium Term Strategic Framework, Government Financial Systems. Valid drivers' license. It will be expected of the official to travel
<u>DUTIES</u>	:	Update and maintain the assets and database register. Conduct and control the movements of assets. Identify surplus, obsolete, and underperforming assets. Maintain a disposal plan, supervision and staff management, Loss Control and Risk management. Perform general supervision.
<u>ENQUIRIES</u>	:	Mr KO Molamu Tel: (018) 388 3240
<u>POST 22/476</u>	:	<u>SENIOR SCM OFFICER REF NO: NWFIN/2026/06 (2 POSTS)</u> Programme: Administration Sub-Programme: Financial Management Services Sub Directorate: Logistics Management
<u>SALARY</u>	:	R413 001 – R486 501.per annum (Level 8)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advanced Certificate in SCM or Logistics Environment/ Advanced Procurement Management or equivalent NQF 6 qualification. As a minimum two (2) years relevant experience in a SCM environment. Knowledge of Walker System. Knowledge of prescripts governing Supply Chain Management (PFMA, PPPFA and its Regulations, Treasury Regulations as well the Public Service Regulations). Computer Literacy. Ability to work under pressure. Ability to work independently and as part of the team. Good communication skills (verbal and written). Problem solving and analysis skills. Report writing. Ability to interpret and apply policies. Financial management, conflict management, flexibility, change/diversity management and supervision skills.
<u>DUTIES</u>	:	Sending purchase orders to suppliers. Manage the 0 - 9 files and follow-up with suppliers on outstanding stock. Manage the delivery of goods and services (quality, quantity and correctness). Prepare order batches for payments. Filing and record keeping of receipts and vouchers. Ensure that all purchases are made according to existing delegations. Liaise with suppliers to track and expedite open orders and address discrepancies, ensuring effective resolution of any procurement issues. Compile and submit monthly and quarterly reports. Ensure processing of invoices within 30 days. Supervise the receive and dispatch section. Personnel supervision and performance assessment.
<u>ENQUIRIES</u>	:	Mr T Tsotetsi Tel: (018) 388 2589
<u>POST 22/477</u>	:	<u>SENIOR STATE ACCOUNTANT – CREDITORS PAYMENT REF NO: NWFIN/2026/07</u> Programme: Administration Sub-Programme: Financial Management Services Sub Directorate: Logistics Management
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 8)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advanced Certificate in SCM or Logistics Environment/ Advanced Procurement Management or equivalent NQF 6 qualification. As a minimum two (2) years' relevant experience in a SCM/ Creditors Payment environment. Knowledge of Walker System. Knowledge of prescripts governing Supply Chain Management (PFMA, PPPFA and its Regulations, Treasury Regulations as well the Public Service Regulations). Computer Literacy. Ability to work under pressure, independently and as part of the team. Good communication skills (verbal and written). Problem solving and analysis skills. Report writing. Ability to interpret and apply policies. Financial management, conflict management, change/diversity management and supervision skills.
<u>DUTIES</u>	:	Implement effective supply chain management procedures and policies. Verify compliance of payment vouchers before processing. Authorize creditors' payments on the system. Facilitate processing of creditors payments within 30 days. Respond to queries arising from creditors reconciliation. Authorize submitted claims on the procurement system. Administration of Petty Cash. Reconciliation of contract payments. Register and keep record of all incoming and outgoing payment vouchers. Preparation and submission of monthly and quarterly reports. Personnel supervision and their performance assessment.
<u>ENQUIRIES</u>	:	Mr T Tsotetsi Tel: (018) 388 2589
<u>POST 22/478</u>	:	<u>SENIOR SCM OFFICER REF NO: NWFIN/2026/08</u> Programme: Administration Sub-Programme: Financial Management Sub Directorate: Demand and Acquisition Management
<u>SALARY</u>	:	R413 001 – R486 501.per annum (Level 8)
<u>CENTRE</u>	:	Mmabatho

<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or advanced certificate in SCM/ Logistics Management/ Finance/ Accounting or equivalent NQF 6 qualification. As a minimum two (2) years relevant experience in a SCM/ Demand/ Acquisition environment. Knowledge of RT contracts (transversal contracts). Knowledge of prescripts governing Supply Chain Management (PFMA, PPPFA and its Regulations, Treasury Regulations as well the Public Service Regulations). Computer Literacy. Ability to work under pressure, independently and as part of the team. Good communication skills (verbal and written). Problem solving and analysis skills. Report writing. Ability to interpret and apply policies. Financial management, conflict management, change/diversity management and supervision skills.
<u>DUTIES</u>	:	Conducting of total needs assessment. Ensure compliance of requisition in line with departmental policies. Facilitate the secretariat services to the departmental SCM bid committees. Determination of procurement methods and specifications for procurement goods or service and IT related procurement. Facilitate payments of all invoices for RT contracts and related procedures. Compilation of the procurement and demand plans. Monitor implementation and reporting of procurement and demand plans. Facilitate reporting of SCM information at relevant reporting dates. Review sourcing strategies and recommend ways to improve implementation of section 217 of the RSA constitution. Supervise the unit.
<u>ENQUIRIES</u>	:	Mr T Mkhize Tel: (018) 388 4060
<u>POST 22/479</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: NWFIN/2026/09</u> Programme: Administration Sub-Programme: Financial Management Services Sub Directorate: Salary Management (Claims Payments and Reconciliation)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 – R486 501.per annum (Level 8) Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advanced Certificate in Finance/ Accounting or equivalent NQF 6 qualification. Minimum of two (2) years relevant experience in a salary management or Claims, Payments and Reconciliation environment. An NQF 7 qualification will be an added advantage. A PERSAL Certificate for PERSAL Introduction is compulsory. Knowledge of Public Finance Management Act (PFMA), Treasury regulations. Financial Manual, Basic Conditions of Employment Act and Guide on Managing Departmental Debt. Computer literacy – Word, Excel and PowerPoint are important. Working knowledge of government systems (BAS, Walker, PERSAI) will be an added advantage. Job Knowledge, Communication, Interpersonal relations. Flexibility and Teamwork. Computer skills, planning and organization and communication (written and verbal) skills. Conflict management skills. Self-driven and results orientated, should be able to deliver under pressure.
<u>DUTIES</u>	:	Supervise and undertake more complex implementation of relevant legislation, policies, procedures and regulations related to Debtors and Expenditure. Reconcile all Salary Control accounts appearing on the Department's Suspense account. Check remunerated leave gratuities and leave discounting payments and check leave gratuity calculations before they are captured on PERSAL for payments. Check and assist with all salary recons. Check that all Accounts are cleared with journals on a monthly basis. Ensure all Take-On-Debts are done and make follow-up on all long outstanding debts. Compile interdepartmental claims. Make sure that all salaries are recalled and reversed. Provide regular reports regarding work progress within the unit. Provide input and recommendations to the supervisor on work-related matters. Participate in policy development and maintenance as well as unit wide projects. Supervision of subordinates.
<u>ENQUIRIES</u>	:	Ms G Molamu Tel: (018) 388 3260
<u>POST 22/480</u>	:	<u>ETHICS OFFICER REF NO: NWFIN/2026/10</u> Programme: Administration Sub-Programme: Management Support Sub Directorate: Enterprise Risk and Integrity Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 – R486 501.per annum (Level 8) Mmabatho
<u>REQUIREMENTS</u>	:	As a minimum a National Diploma or Advanced Certificate in Risk Management / Ethics or Integrity Management / Internal Audit / Finance or Accounting, or equivalent NQF 6 qualification. A minimum of two (2) years' relevant experience in an Ethics / Integrity Management environment. Certified Ethics Officer Certification will be an added advantage. Conversant with the Public Service Act and Public Service Regulations. Conversant with the Public Administration Management Act. Conversant with the Protected Disclosure Act and Regulations Relating to Protected Disclosures. Conversant with the Prevention and Combating of Corrupt Activities Act. Conversant with the Public Service Code of Conduct. Conversant with Directives on Other Remunerative Work Outside the Public Service, Financial Disclosures and Conducting Business with an Organ of State. Excellent

		interpersonal skills and stakeholder relations management. Good coordination and facilitation skills.
<u>DUTIES</u>	:	Process applications to conduct other remunerative work as prescribed. Manage declaration of gifts. Support designated officials on financial disclosures, conduct verification and prepare verification reports. Arrange and facilitate training and awareness workshops on the Public Service Code of Conduct, gifts, financial disclosures, lifestyle audits, other remunerative work outside public service and conducting business with an organ of state. Perform administrator functions on the financial disclosure system, gifts register, other remunerative work register, and case management register. Perform administrative support services to the Ethics Committee including being the secretariat of the committee. Confidential data handling and record keeping. Advise staff on ethical matters. Perform administrative functions as delegated.
<u>ENQUIRIES</u>	:	Mr O.I Thwane Tel: (018) 388 1307
<u>POST 22/481</u>	:	<u>SENIOR STATE ACCOUNTANT (NGA) REF NO: NWFIN/2026/11</u> Programme: Financial Governance Sub-Programme: Accounting Services Directorate: Transversal Accounting & Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 –R486 501.per annum (Level 8) Mmabatho As a minimum a National Diploma or Advanced Certificate in Finance/ Accounting, or equivalent NQF level 6 qualification. A Degree Qualification or NQF level 7 will be an added advantage. Minimum of two (2) years' relevant experience in Public Finance. Sound knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Walker Financial Management System, Public Service Act and Public Service Regulations. Problem-solving, conflict and change management, Client orientation and customer focus. The successful candidate should have ability to work independently and within a dynamic team. Ability to facilitate workshops / training. ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). Honesty and integrity are important.
<u>DUTIES</u>	:	Facilitate the implementation of systems and processes to ensure integrity of financial data. Assess and report on compliance with accounting related legislative requirements. Facilitate the provision of all financial information on all operational aspects of Traditional Councils. Perform reconciliation between the cash book and the bank statement. Clear unreconciling items and the suspense account. Prepare relevant journals. Perform manual reconciliation of investments and prepare relevant investment journals. Maintain proper document control over all bank reconciliations and bank related supporting documentation. Review statement of receipt and payments from Traditional Authorities against information in the Walker system.
<u>ENQUIRIES</u>	:	Mr. R Soofie / Mr. M Legodi Tel: (018) 388 3266/4312
<u>POST 22/482</u>	:	<u>INTERNAL AUDITOR REF NO: NWFIN/2026/12 (7 POSTS)</u> Programme: Financial Governance Services Sub-Programme: Internal Audit Directorate: Risk Based Audits
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 – R486 501.per annum (Level 8) Mmabatho As a minimum a National Diploma or Advanced Certificate in Accounting/ Auditing or equivalent NQF 6 qualification. As a minimum two (2) years' relevant experience in risk-based auditing. A postgraduate degree or a professional qualification/ designation such as Internal Audit Technician or Professional Internal Auditor or General Internal Auditor or Certified Internal Auditor or Chartered Accountant will be an added advantage. Knowledge of the Global Internal Audit Standards (GIAS), PFMA, Treasury Regulations and Internal Audit Methodology. A valid driver/s license is a necessity. Will be required to travel. A good understanding of Government processes and the role and function of internal audit in the public sector. Report writing and communication skills. The ability to work in a team. Computer literacy. Time Management. Identification of appropriate and value adding audit criteria and root causes.
<u>DUTIES</u>	:	Identify and collect information relevant to the activity under review, the audit objectives and audit scope, document the system description and assist with the identification of risk and related controls that address risk. Provide input into the drafting of auditing programs. Execute approved audit programs. Manage the performance of assigned work within the required timeframe and budget. Document audit findings, including appropriate root cause identification and recommendations and assist/support with the discussions of the findings. Ensure that work performed fully complies with the GIAS and Quality Assurance Improvement Program of the unit. Respond to coaching notes. Keep time records. Give guidance to junior team members. Perform PMDS requirements.

- ENQUIRIES** : Mr A Nel Tel: (018) 388 1616
- POST 22/483** : **SENIOR NORMS AND STANDARDS PRACTITIONER REF NO: NWFIN/2026/13 (3 POSTS)**
 Programme: Financial Governance
 Sub-Programme: Norms and Standards
 Sub Directorate: Monitoring and Compliance
- SALARY CENTRE REQUIREMENTS** : R413 001 – R486 501.per annum (Level 8)
 : Mmabatho
 : As a minimum a National Diploma or Advanced Certificate in Finance/Accounting, or equivalent NQF 6 qualification. NQF 7 will be an added advantage. Minimum of two (2) years' relevant experience in an accounting or auditing environment. Must have a valid driver's license as it will be required to travel. Having completed articles will serve as an advantage. A thorough knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, General Recognised Accounting Practise Standards, Modified Cash Standards and International Financial Reporting Standards. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Client orientation and customer focus. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Ability to work under pressure. Proven leadership qualities with strong strategic and operational thinking. High level of integrity.
- DUTIES** : Rendering the following support to the North West Provincial Departments, Legislature and State-Owned Entities: financial accounting functions, audit related functions, compliance related functions within the finance divisions, assisting with strengthening internal controls, providing support on all audit related issues, evaluating and reviewing Post Audit Action Plans. Provide advice and reviews on the preparation and submission of interim and annual financial statements. Advise Departments and Public Entities on compliance matters, including unauthorised, irregular and fruitless and wasteful expenditure, and conduct technical reviews on Irregular Expenditure condonation submissions to the Provincial Treasury. To perform any other duties that might be expected from time to time.
- ENQUIRIES** : Mr R Soofie Tel: (018) 388 3266
- POST 22/484** : **BUDGET ANALYST REF NO: NWFIN/2026/14 (2 POSTS)**
 Programme: Sustainable Resource Management
 Sub-Programme: budget Management
 Directorate: Budget Management
- SALARY CENTRE REQUIREMENTS** : R413 001 – R486 501.per annum (Level 8)
 : Mmabatho
 : As a minimum a National Diploma or Advanced Certificate in Commerce/ Financial Management / Accounting or equivalent NQF 6 qualifications. A minimum of two (2) years' relevant experience in financial management/accounting, budget and expenditure management, compilation, monitoring, analysis and reporting environments. NQF 7 will be an added advantage. Must have a valid driver's license as travelling will be required. Conversant with the Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DoRA). Acquainted with Budget and Expenditure Management, Accounting and Reporting. Knowledge on Government systems (BAS, Walker, PERSAL, Vulindlela) would be an added advantage. Computer Literacy in Excel, Word, PowerPoint. Sound analytical, problem solving, effective oral and writing skills.
- DUTIES** : Assist with the evaluation of the MTEF budget submissions of the Provincial Departments and Public Entities. Assist with the Provincial Main and Adjustment Appropriation processes, prior to final provincial allocations and its alignment with the Provincial Fiscal Framework. Receive and check the Departmental Budget submissions to ensure that they are numerically accurate as per Financial System (BAS), Budget Allocations. Appropriation Statements, DoRA, etc. Draw monthly budget and expenditure reports from the Financial System (BAS), PERSAL and Vulindlela and update the required Budget and Expenditure Tables and Models. Analyse and prepare reports on the monthly and quarterly In-Year Monitoring (IYM), Section (40) submissions received on budgets and expenditure trends of Provincial Departments and Public Entities. Monitor and report on all national Conditional Grants received and their corresponding expenditure. Check and verify that the budget and expenditure items are correctly categorized according to their economic classifications. Provide financial management support to the departments with respect to planning, budgeting, reporting, relevant legislation, policies and other financial processes. Perform generic administrative functions.
- ENQUIRIES** : Mr. N. Sidumo/ Mr. E. Abrahams Tel: (018) 388 2227/ 388 3709
- POST 22/485** : **BUDGET ANALYSTS REF NO: NWFIN/2026/15 (3 POSTS)**
 Programme: Sustainable Resource Management

Sub-Programme: Public Finance
Directorate: Public Finance

- SALARY** : R413 001 – R486 501.per annum (Level 8)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate in Commerce/ Financial Management / Accounting or equivalent NQF 6 qualifications. A minimum of two (2) years' relevant experience in financial management/accounting, budget and expenditure management, compilation, monitoring, analysis and reporting environments. NQF 7 will be an added advantage. Must have a valid driver's license as travelling will be required. Conversant with the Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DoRA). Acquainted with Budget and Expenditure Management, Accounting and Reporting. Knowledge on Government systems (BAS, Walker, PERSAL, Vulindlela) would be an added advantage. Computer Literacy in Excel, Word, PowerPoint. Sound analytical, problem solving, effective oral and writing skills.
- DUTIES** : Draw monthly budget and expenditure reports from the Financial System (BAS), PERSAL and Vulindlela and upload, update the required Budget and Expenditure Tables and Models. Assist to consolidate the Provincial Main and Adjustment Appropriation processes and its alignment with the Provincial Fiscal Framework. Receive and check the Departmental Budget and Expenditure submissions to ensure that they are numerically accurate as per Financial System (BAS), Budget Allocations and Appropriation Statements, DoRA, etc. Verify that the budget and expenditure items are correctly categorised according to their economic classifications. Verify both sections (32) and (40) information to ensure synergy with Provincial IYM submissions. Monitoring and reporting on all National Conditional Grants received and their corresponding expenditure. Compile personnel analysis reports of provincial departments. Report on departmental earmarked funds, virements and shifts in the system to ensure that they are in line with legislative requirements. Maintain and ensure proper management of financial data and records. Perform generic administrative functions.
- ENQUIRIES** : Mr. N. Sidumo/ Ms. B. Moalosi Tel: (018) 388 2227/ 388 3999

POST 22/486 : **ADMINISTRATION OFFICER REF NO: NWFIN/2026/16**
Programme: Administration
Sub-Programme: Corporate Services
Directorate: Records Management

- SALARY** : R338 10 – R398 277. per annum (Level 7)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a Grade 12 with two (2) years relevant experience in Records Management OR a National Diploma/ Advanced Certificate in Public Administration/Information Management/Records Management/Library Management with one (1) year relevant experience in Records Management. Knowledge of Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work range and procedures governing the records management service such as National archives and records services of South Africa Act. Promotion of access to information Act. Public finance management Act. Protection of personal information Act. The Electronic Communications and Transactions Act. Ability to interpret and apply policies. Analytical and innovative. Report writing, workshop presentation and facilitation. Computer literacy and good communication skills. Ability to function independently and work as part of the team.
- DUTIES** : Managing the administration of general records and ensuring effective running of records management. Ensure proper disposal of departmental records, archiving or destruction. Management of messenger services and handling of correspondence and mail. Ensure recording of newly opened and closed files according to the approved file plan. Safe keeping and proper filling of records. Ensure implementation of records Management Policy and registry procedure manual. Management of KPA's of subordinates.
- ENQUIRIES** : Mr M Kgalapa Tel: (018) 388 4356

POST 22/487 : **ASSET MANAGEMENT OFFICER REF NO: NWFIN/2024/17**
Programme: Administration
Sub-Programme: Financial Management
Sub Directorate: Asset Management

- SALARY** : R338 106 - R398 277.per annum (Level 7)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a Grade 12 with two (2) years relevant experience in Asset Management / SCM OR a National Diploma/ Advanced Certificate in SCM/ Logistics Management/ Asset Management/ Finance with one (1) year relevant experience in Asset Management / SCM. Ability to interpret and apply policies. Analytical and innovative thinking. Research, Report writing, Workshop

- presentation and facilitation. Adaptability during changes to meet the goals. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the public service such as: Public Service Act, Public Service Regulations, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Promotion of Access of Information Act, Medium Term Strategic Framework, Government Financial Systems. A valid driver's license as it will be required to travel.
- DUTIES** : Update and maintain the assets and database register. Conduct and control the movements of assets. Identify surplus, obsolete and underperforming assets. Maintain a disposal plan.
- ENQUIRIES** : Mr K Molamu Tel: (018) 388 3240
- POST 22/488** : **SCM OFFICER REF NO: NWFIN/2026/18 (2 POSTS)**
 Programme: Administration
 Sub-Programme: Financial Management Services
 Directorate: Logistics Management
- SALARY CENTRE REQUIREMENTS** : R338 106 – R398 277.per annum)
 : Mmabatho
 : As a minimum a Grade 12 with two (2) years relevant experience in SCM/ Logistics Management OR a National Diploma/Advance Certificate in SCM/Logistics Management/ Advanced Procurement Management (or equivalent NQF 6 qualification) with one (1) year relevant experience SCM/ Logistics Management. Knowledge of procurement systems (i.e. Walker, Logis). Knowledge of prescripts governing Supply Chain Management (PFMA, PPPFA and its Regulations, Treasury Regulations as well the Public Service Regulations). Computer Literacy. Ability to work under pressure, independently and as part of the team. Good communication skills (verbal and written). Problem solving and analytical skills.
- DUTIES** : Receive and capture requisitions on procurement system. Ensure that orders are generated in line with the correct SCOA allocations. Generate purchase orders from suppliers. Verify compliance with procurement documents before generating orders. Administration of invoices for payment. Keep registers and records of orders and submit to receive and dispatch. Attend to internal stakeholders and suppliers' inquiries.
- ENQUIRIES** : Mr T Tsotetsi Tel: (018) 388 2589
- POST 22/489** : **SCM OFFICER (CREDITORS PAYMENT) REF NO: NWFIN/2026/19**
 Programme: Administration
 Sub-Programme: Financial Management Services
 Directorate: Logistics Management
- SALARY CENTRE REQUIREMENTS** : R338 106 – R398 277.per annum (Level 7)
 : Mmabatho
 : As a minimum a Grade 12 with two (2) years relevant experience in SCM/ Logistics Management OR a National Diploma/Advance Certificate in SCM/Logistics Management/ Advanced Procurement Management (or equivalent NQF 6 qualification) with one (1) year relevant experience in SCM/ Logistics Management. Knowledge of procurement systems (Walker, Logis), Knowledge of prescripts governing Supply Chain Management (PFMA, PPPFA and its Regulations, Treasury Regulations as well the Public Service Regulations). Computer Literacy. Ability to work under pressure, independently and as part of the team. Good communication skills (verbal and written). Problem solving and analysis skills.
- DUTIES** : Facilitate processing of creditors' payments within 30 days. Check for accuracy of invoice and authenticity of supporting documents attached to the voucher. Capture invoices on the procurement system. Prepare and submit paid batches for filling. Respond to queries arising from creditors reconciliation. Process payment of salary related issues. Verify submitted claims for compliance and process them accordingly on the procurement system. Register and keep record of payment batches.
- ENQUIRIES** : Mr T Tsotetsi Tel: (018) 388 2589
- POST 22/490** : **TRANSPORT OFFICER REF NO: NWFIN/2026/20**
 Programme: Administration
 Sub-Programme: Financial Management Services
 Directorate: Logistics Management
- SALARY CENTRE REQUIREMENTS** : R338 106 – R398 277.per annum (Level 7)
 : Mmabatho
 : As a minimum a Grade 12 with two (2) years relevant experience in Transport/ SCM/ Logistics Management OR a National Diploma/Advance Certificate in Transport/ SCM/ Logistics Management/ Advanced Procurement Management (or equivalent NQF 6 qualification) with one (1) year relevant experience in Transport/ SCM/ Logistics Management. Valid driver's license as it will be required to travel.

Willingness to work extended hours. Supervisory, Analytical, Good Financial Management Skills. Computer Literacy (MS Office packages). Communication (written and verbal) at all levels. Good interpersonal skills. Planning and organizing skills. Ability to work independently, but also part of a team. Ability to work under pressure. Ability to gather and analyse information. Flexibility and reliability. Conflict management.

DUTIES : To provide day-to-day management of vehicles in terms of usage and maintenance. Ensure that log sheets are controlled and completed for all official trips. Keep vehicle maintenance schedules and coordinate maintenance requirements. Provide management with information on vehicle performance. Compile accident reports and make follow-ups. Process transport payments. Supervise transport clerks and drivers. Coordinate travel of fleet. Assist with acquisition and management of subsidized vehicles. Process fuel claims. Assist with monitoring of Service Level Agreement. Monitor compliance with transport policy and advise accordingly.

ENQUIRIES : Mr T Tsoetsi Tel: (018) 388 2589

POST 22/491 : **SCM OFFICER REF NO: NWFIN/2026/21 (2 POSTS)**

Programme: Administration

Sub-Programme: Financial Management

Directorate: Demand and Acquisition Management

SALARY : R338 106 – R398 277.per annum (Level 7)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a Grade 12 with two (2) years relevant experience in SCM/ Logistics/ Demand/ Acquisition/ Procurement Management OR a National Diploma/Advance Certificate in SCM/ Logistics Management/ Advanced Procurement Management (or equivalent NQF 6 qualification) with one (1) year relevant experience in SCM/ Logistics/ Demand/ Acquisition/ Procurement Management. Knowledge of RT contracts (transversal contracts). Knowledge of prescripts governing Supply Chain Management (PFMA, PPPFA and its Regulations, Treasury Regulations as well the Public Service Regulations). Computer Literacy. Ability to work under pressure, independently and as part of the team. Good communication skills (verbal and written). Problem solving and analysis skills. Report writing. Ability to interpret and apply policies. Financial management, conflict management, change/diversity management and supervision skills.

DUTIES : Ensure compliance of requisition in line with departmental policies. Provide effective and efficient contract management. Prepare and provide sectional reports and submit to the supervisor. Ensure effective management and commitment. Assist with Bid-Administration. Provide support to departmental bid committees. Perform other work-related functions as required by your supervisor or manager.

ENQUIRIES : Mr T Langa / Mr T Mkhize Tel: (018) 388 1064/ 4060

POST 22/492 : **STATE ACCOUNTANT REF NO: NWFIN/2026/22**

Programme: Administration

Sub Programme: Financial Management

Sub Directorate: Financial Accounting and Bank Management

SALARY : R338 106 – R398 277.per annum (Level 7)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma / Advanced Certificate in Finance/ Accounting or equivalent NQF 6 qualification. NQF 7 will be an added advantage. A minimum of one (1) year relevant experience in Accounting/ Finance. Knowledge of Public Sector Reporting Framework for the preparation of financial statements, financial controls, Public Sector Financial prescripts, Public Finance Management Act (PFMA), Treasury regulations. Computer literacy – Word, Excel and PowerPoint important. Knowledge of Government systems (BAS, Walker, PERSAL) will be an added advantage. Sound analytical and problem-solving skills. Excellent interpersonal and customer relation skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing. Ability to apply technical/professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure and with precision. Ensure deadlines are adhered to. Ability to plan effectively and efficiently. Ability to apply technical/professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure and with precision. Ensure deadlines are adhered to. Ability to plan effectively and efficiently.

DUTIES : To render Financial Accounting Services related to Debtors, Creditors, Revenue and Expenditure. Responsible for the capturing of revenue. To assist the supervisor with the timeous and accurate closure of month-end and year-end BAS processes. To assist with the preparation of the monthly accounting reconciliations, checks and balances. Perform/authorize daily financial accounting system operational functions. To check and monitor S&T claims for validity, accuracy and completeness. Check the daily bank statements. Ensure compliance with Public Sector reporting framework, accounting policies, procedures and PFMA. Supervise

- and assess performance of sub-ordinates. Assist in compilation of sections in the Interim and Annual Financial Statements.
Ms R. Letsogo Tel: 018 388 3247
- ENQUIRIES** :
- POST 22/493** : **PAYROLL OFFICER REF NO: NWFIN/2026/23**
Programme: Administration
Sub Programme: Financial Management
Directorate: Salary Administration
- SALARY CENTRE REQUIREMENTS** : R338 106 – R398 277.per annum (Level 7)
: Mmabatho
: As a minimum a Grade 12 with two (2) years relevant experience in Salary Management OR a National Diploma/Advance Certificate in HRM/ Finance/ Accounting (or equivalent NQF 6 qualification) with one (1) year relevant experience in Salary Management. A Persal certificate in Introduction to Persal is compulsory. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations. Computer literacy. Working knowledge of government systems (BAS, Walker, Persal) will be an added advantage. Sound analytical and problem-solving skills. Excellent interpersonal and customer relation skills. Ability to work independently and in a team. Ability to apply technical/professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure and with precision. Ensure deadlines are adhered to. Ability to plan effectively and efficiently.
- DUTIES** : To provide salary payments and deductions services. Payment of travel and subsistence claims and other salary related claims. Ensure that unauthorized expenditure with respect to Persal is effectively prevented. Perform bi-annual and annual tax reconciliation on staff remuneration and liaise with SARS on all PAYE matters. Assist with payroll certification processes. Safe keeping, maintenance and disposal of salary records and files.
- ENQUIRIES** : Mr. Joseph Mokgadi Tel: 018 388 5691
- POST 22/494** : **STATE ACCOUNTANT (NGA) REF NO: NWFIN/2026/24 (2 POSTS)**
Programme: Financial Governance
Sub-Programme: Accounting Service
Directorate: Transversal Accounting and Support
- SALARY CENTRE REQUIREMENTS** : R338 106 – R398 277.per annum)
: Mmabatho
: As a minimum a National Diploma or Advanced Certificate in Finance/Accounting or equivalent NQF level 6 qualification. A minimum of one (1) year relevant experience in Public Finance. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Walker Financial Management System, Public Service Act and Public Service Regulations. The successful candidate should have ability to work independently and within a dynamic team. Ability to assist in the facilitation of workshops, sound analytical and problem-solving skills, ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). Honesty and integrity.
- DUTIES** : Receive and capture manual revenue and expenditure cash books of Traditional Authorities. Capture rectifying journals on Walker system. Reconcile deposits and payments in the cashbooks to the bank statement. Ensure correct allocation of grants/salaries to the cashbooks. File posted cash books and journals.
- ENQUIRIES** : Mr. R Soofie Tel: (018) 388 3266
- POST 22/495** : **STATE ACCOUNTANT REF NO: NWFIN/2026/25 (2 POSTS)**
Programme: Financial Governance
Sub-Programme: Accounting Services
Sub Directorate: Accounting Compliance
- SALARY CENTRE REQUIREMENTS** : R338 106 – R398 277.per annum (Level 7)
: Mmabatho
: As a minimum a National Diploma or Advance Certificate in Finance / Accounting or equivalent NQF 06 qualification. A Degree Qualification or NQF 07 will be an added advantage. A minimum of one (1) year relevant experience in a Public Finance/ Administration environment. Sound knowledge on the application and understanding of PERSAL, BAS and Walker systems, Standard Chart of Accounts (SCOA), Public Finance Management Act (PFMA), Treasury Regulations, Skills Development Act and Income Tax Act. Sound working knowledge of the PAYE Reconciliation process and ability to solve complex tax matters. Sound analytical and problem-solving skills. Client orientation and customer focus. Ability to work independently and within a dynamic team. Ability to assist in the facilitation of workshops, ability to interpret and apply policies and other prescripts. Must be computer literate, have good inter – personal relations, excellent communications (verbal and written). Honesty and integrity.

- DUTIES** : Distribution of Persal Salary report and payments schedules from the computer room. Provide financial information on all operational aspects of (PMG) bank accounts of departments and trading entities. Assess and report on compliance with accounting related legislative requirements. Assist departments with Bi-Annual, Year-End and revised tax reconciliation. Render effective filing and records management services.
- ENQUIRIES** : Mr J Khambule Tel: (018) 388 4348