

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF SOCIAL DEVELOPMENT**

APPLICATIONS

- : **(Hand Delivery): All posts attached to Provincial Office:** should be addressed to: The Director: Human Capital Management. Department of Social Development hand delivered to Ground Floor, Provident House Building, University Drive, Mmabatho, 2735. For attention: Mr L Segole. The E-mailed applications will be accepted or considered.
- All posts attached to Dr Ruth Segomotsi Mompoti District:** should be addressed to: The District Director: Dr Ruth Segomotsi Mompoti. Department of Social Development, hand delivered to: Dr RSM District Office, Corner North & Molopo Street, Vryburg. For attention: Ms R Melore. The E-mailed applications will be accepted or considered.
- All posts attached to Ngaka Modiri Molema District:** should be addressed to: The District Director: Ngaka Modiri Molema. Department of Social Development, hand delivered to: Ngaka Modiri Molema District Office, Corner Nelson Mandela Drive & Martin Street, Mahikeng. For attention: Mr. BR Mogorosi. The E-mailed applications will be accepted or considered.
- All posts attached to DR Kenneth Kaunda District:** should be addressed to: The District Director: Dr Kenneth Kaunda, Department of Social Development, hand delivered 91 OR Tambo street Klerksdorp Cnr Johanna Van Der Merwe Street. For Attention: Ms N Tamele. The E-mailed applications will be accepted or considered.
- All posts attached to Bojanala District:** should be addressed to: The District Director: Bojanala District, Department of Social Development, hand delivered at Office number 12, Kgwebo Drive, Mabe Office Park, Rustenburg. For Attention: Ms NB. Modise. The E-mailed applications will be accepted or considered.

CLOSING DATE

- : 17 August 2026 15H30

NOTE

- : To apply, submit a completed Z83 form and detailed Curriculum Vitae via e-mail or hand delivery. On the subject line of your e-mail, indicate the correct name of the post and the reference number include the department, also use the correct e-mail. All attachments for online submission must include the Z83 form and updated Curriculum Vitae only be in PDF Format, also as one document. Failure to do so, your application will be disqualified. Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, part of declaration must be signed, dated and initialed only on the first page. The Form is obtainable at any Public Service Departments and DPSA Website, www.dpsa.gov.za. Part A the applicant(s) must indicate the correct advertised Post name and Centre, Reference number. The Z83 Form must be accompanied by a recently updated Curriculum Vitae with full personal details, qualifications current and previous experience must be listed in date's order, with relevant requirements of the post including three (3) names of contactable referees. Part B, C and D applicant must provide sufficient information relevant to the post applying for. Parts B, C and E fields for date of birth, work permit, business interest and preferred language, current study can be left blank, mark them as not relevant, and uses dashes or N/A if they don't apply to you. Part E, F and G may not be fill if your CV already has the updated information. Applicant can skip experience section, but Part F is compulsory to be completed if you are seeking re-employment into the Public Service. Please note: It is a responsibility of a Person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) only when shortlisted. Only shortlisted candidate(s) for post will be required to submit certified documents on or before the day of the interview. NB: Successful completion of the Nyukela Public Service (SMS Pre Entry Certificate) is required prior to finalisation 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>. Note: 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. NB: All shortlisted candidates including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be

an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applications received after the closing date will, as a rule will not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. Applicant(s) previous background/reference checks will be verified through contactable referees. Shortlisted candidate(s) will be required to undergo personnel suitability checks, which include criminal records, citizenship, financial credits, asset records, qualifications verification and vetting. The successful candidate will enter into an annual performance agreement. The candidate annually will be requested to disclose his/her financial interest. The Department reserves the right not to make appointment. Applicant requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short listed candidates only. If you have not heard from us within six (3) months after the closing date, please accept that your application has been unsuccessful. Applications can be submitted by hand delivery during office hours. NB: Regrettably due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to the recruitment process for the shortlisted candidates.

MANAGEMENT ECHELON

<u>POST 27/224</u>	:	<u>CHIEF DIRECTOR DISTRICTS AND INSTITUTIONAL SUPPORT</u> <u>MANAGEMENT REF NO: SD/1/1/26/E</u> Chief Directorate: Districts and Institutional Support Management
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.
<u>CENTRE</u>	:	Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Bachelor's Degree (NQF Level 7) as recognised by SAQA in Management / Public Administration / Social Science / Public Management/Project Management. A minimum of 5 years' experience at a senior managerial level or equivalent to SMS level from other sectors. A valid driver's license. Nyukela certificate is required for all SMS positions before appointment (Certificate for entry into the senior management service from the National School of Government). Knowledge: Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. In-depth knowledge and understanding of corporate services management in public service. PFMA. Public Service Act and Regulations, Policy Formulation, Project Management, Labour Relations Competencies: Strategic capability and leadership skills. Programme and project management skills. Strong financial management skills, change management, problem-solving and conflict management skills. People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector and the social development environment.
<u>DUTIES</u>	:	Provide strategic leadership and management to the following programmes: District Coordination (district offices, service points, sub-offices) Institution Management (institutions and facilities). Manage and facilitate the implementation of Corporate Services. Manage and facilitate the implementation of Finance Administration and Management. Manage and facilitate the implementation of Social Welfare Services. Manage and facilitate the implementation of Specialist Social Services. Manage and facilitate the implementation of Development and Research. Liaise and account to Government oversight structures. Liaise with key departmental partners. Develop and maintain social contact with the service beneficiaries of the Department. Establish and maintain good intergovernmental relations.
<u>ENQUIRIES</u>	:	Ms MP Mhlongo- Kgaboesele Tel No: (018) 388 2043/1668
<u>APPLICATIONS</u>	:	E-Mail: SDRecruitmentPO@nwpg.gov.za

<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement within 3 months of appointment.
<u>POST 27/225</u>	:	<u>DIRECTOR: SPECIAL NEEDS REF NO: SD/1/12/26/E</u> Chief Directorate: Integrated Social Welfare
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.
<u>CENTRE</u>	:	Provincial Office (Mahikeng)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Bachelor's Degree (NQF Level 7) as recognised by SAQA in Social Work. 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. Nyukela certificate is required for all SMS positions before appointment (Certificate for entry into the senior management service from the National School of Government). Knowledge: Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. In-depth knowledge and understanding of corporate services management in public service. PFMA. Public Service Act and Regulations, Policy Formulation, Project Management, Labour Relations Competencies: Strategic capability and leadership skills. Programme and project management skills. Strong financial management skills, change management, problem-solving and conflict management skills. People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector and the social development environment.
<u>DUTIES</u>	:	Provide strategic leadership and management to the following programmes: District Coordination (district offices, service points, sub-offices) Institution Management (institutions and facilities). Manage and facilitate the implementation of Corporate Services. Manage and facilitate the implementation of Finance, Administration, and Management. Manage and facilitate the implementation of Social Welfare Services. Manage and facilitate the implementation of Specialist Social Services. Manage and facilitate the implementation of Development and Research. Liaise and account to Government oversight structures. Liaise with key departmental partners. Develop and maintain social contact with the service beneficiaries of the Department. Establish and maintain good intergovernmental relations.
<u>ENQUIRIES</u>	:	Ms MP Mhlongo-Kgaboesele Tel No: (018) 388 2043/1668
<u>APPLICATIONS</u>	:	E-Mail: SDRecruitmentPO@nwpq.gov.za
<u>NOTE</u>	:	The successful candidate will be required to sign a performance agreement within 3 months of appointment

OTHER POSTS

<u>POST 27/226</u>	:	<u>SERVICE POINT MANAGER REF NO: SD/ 1/4/26/E</u> Chief Directorate: Districts and Institutional Support Management Directorate: Dr Kenneth Kaunda Districts and Dr Ruth Segomotsi Mompoti Districts
<u>SALARY</u>	:	R1 101 468 per annum
<u>CENTRE</u>	:	Kagisano Molopo (Dr Ruth Segomotsi Mompoti) (X2 Posts) Maquassi Hills Service Points (Dr Kenneth Kaunda) (X2 Posts)
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate. Bachelor's degree Social Work / Honours Degree/Post Grad Diploma (NQF 7/8) Social Sciences/ Public Administration / Public Management qualifications as recognised by SAQA. A minimum 5 – 10 years relevant experience of which 3 must be at Junior Management. Registration with the SACCP council will be added as advantage. Computer literacy. Valid driver's license.
<u>DUTIES</u>	:	Provide Social Work and Community Development Services within the Service Points through the promotion of social change, problem solving in human relations and with the care, support, protection and development of vulnerable individual, groups, families and communities through relevant programmes in

partnership with stakeholders. Facilitate the development and planning of programmes and interventions to render social work and community development service through the efficient, economical and effective utilization of financial resources. Plan and ensure that social work and community development research, situational analysis and profiling are undertaken to determine interventions in the defined areas. Ensure control of quality of work delivered. Monitor and evaluate services and quality control the work delivered by all staff in the service point. Manage provision of corporate and financial management services in the service point strategic plan, annual performance plan, operational plan and services delivery improvement plan within public service framework. Ensure Performance management, people empowerment and resource management. Ensure effective stakeholder relations management in partnership and collaboration with other departments & non-government institutions.

<u>ENQUIRIES</u>	:	Mr K Kgobe at 060 954 5997 (Dr KK District)
<u>APPLICATIONS</u>	:	Mr M Madienyane Tel No: (053) 928 0116 (Dr RSM District) E-mail: SDRecruitmentKK@nwpg.gov.za E-mail: SDRecruitmentRSM@nwpg.gov.za
<u>POST 27/227</u>	:	<u>SOCIAL WORK MANAGER GRADE 1 REF NO: SD /1/3/26/E</u> Chief Directorate: District Coordination and Institutional Support Management
<u>SALARY</u>	:	R1 009 512 per annum, (an all-inclusive remuneration package), (salary will be in accordance with OSD determination)
<u>CENTRE REQUIREMENTS</u>	:	Dr Ruth Segomotsi Mompoti District Office Grade 12. Bachelor's Degree in Social Work (NQF Level 7). A minimum of 10 years' recognizable experience in Social Worker. Registration with the SACSSP Council. Computer literacy. A valid driver's license. Competencies: Good Communication skills. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking. Interpersonal skills. Leadership skills. Analytical skills. Diplomacy. Change and knowledge management. Planning and organization skills. People Management. Financial Management. Problem Solving, Planning & organizing. Time Management. Team player. Strategic Planning. Policy analysis and development.
<u>DUTIES</u>	:	Ensure that Social Work Service is provided through the promotion of Social Change, problem solving in human relationships and empowerment of people to enhance wellbeing. Facilitate the development and planning of Programmes and Interventions to render Social Work Services through the efficient, economical and effective use of resources. Manage Social Work unit to ensure efficient and effective social work service is delivered through utilization of resources (human, finance and equipment) in accordance with relevant directives and legislation. Provide integrated social work services within the defined areas regarding care, protection and development of vulnerable groups in partnership and collaboration with relevant stakeholders Health, Correctional Services, South African Police Services and other departments. Evaluate and Monitor compliance to policies, and transversal social work services norms and standards, South African Council for Social Service Professions (SACSSP) and other relevant legislating policies and procedures. Keep up to date new developments in the Social Work and Management fields and continuous professional development through inter-sectoral collaboration and stakeholder management and ensure that the department contributes to integrated services delivery.
<u>ENQUIRIES</u>	:	Mr M Madienyane Tel No: (053) 928 0111 (Dr RSM District)
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentRSM@nwpg.gov.za
<u>POST 27/228</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION SUPPORT AND CORDINATION</u> <u>REF NO: SD/1/5/26/E</u> Directorate: Mec Support
<u>SALARY</u>	:	R932 292 per annum (Level 11), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office (Mahikeng) Grade 12 Certificate. Diploma (NQFL 6) or Bachelor's Degree / Advanced Diploma (NQF L 7) as recognised by SAQA in Public Administration / Public Management. 3 – 5 years proven experience in the field, of which 3 years must

be Assistant Director level. A valid driver's license. Experience in rendering service in the Executive Authority's Office environment will be an added advantage. Competence: Knowledge: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Knowledge of Public Service Regulations. Skills: Computer Literacy (MS Word, Excel, PowerPoint), Problem Solving, Analytical skills, Good Communication skills (written and verbal), Interpersonal Skills, Presentation Skills, Report Writing skills, Conflict resolution skills. Good planning and organizing skills. Ability to work under pressure. Knowledge: Management, Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. In-depth knowledge and understanding of corporate services management in public service.

DUTIES : Manage the administrative and coordination activities within the office of the executive authority. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Coordinate the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Render an executive council support service to the executive authority.

ENQUIRIES : Mr. TE Chaane Tel No: (018) 388 5188
APPLICATIONS : Mail: SDRecruitmentPO@nwpg.gov.za

POST 27/229 : **DEPUTY DIRECTOR: YOUTH DEVELOPMENT REF NO: SD/1/6/26/E**
 Chief Directorate: Community Development

SALARY : R932 292 per annum (Level 11), (an all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.

CENTRE : Provincial Office (Mahikeng)
REQUIREMENTS : Grade 12 Certificate. Advanced Diploma / Bachelor's Degree (NQF Level 7) as recognised by SAQA in Youth Development/ Community Development / Public Administration / Public Management. 3 – 5 years proven experience in the field, of which 3 years must be Assistant Director level. A valid driver's license. Knowledge: Management, Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. In-depth knowledge and understanding of corporate services management in public service. Competencies: Strategic capability and leadership skills. Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector and the social development environment.

DUTIES : Develop and manage youth development and empowerment strategies and programmes. Monitor the implementation of special programmes for youth development. Provide project management support to youth organisations. Facilitate the transformation of residential care services. Manage the youth development budget, as well as human and other resources.

ENQUIRIES : Adv SA Dikole Tel No: (018) 388 2989/ 5092
APPLICATIONS : Mail: SDRecruitmentPO@nwpg.gov.za

<u>POST 27/230</u>	:	<u>ASSISTANT MANAGER COMMUNITY DEVELOPMENT GRADE 1 REF NO: SD/1/7/26/E (X2 POSTS)</u> Chief Directorate: District Coordination and Institutional Support Management Directorate: Bojanala and Dr Kenneth Kaunda Districts
<u>SALARY CENTRE</u>	:	R626 454 per annum, (salary will be in accordance with OSD determination) Moretele (Bojanala) Maquassi Hills Service Points (Dr Kenneth Kaunda)
<u>REQUIREMENTS</u>	:	A Bachelor's Degree in Community Development/ Developmental Studies or Social Science. A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification. Computer literacy. A valid driver's license. Competencies: Knowledge of human behaviour and social systems. Understanding community dynamics. Networking and establishing partnerships. Understanding community development programmes. Community Development research. Understanding community development legislation. Planning and organising; Networking skills; Communication (written and verbal); Project Management; Team leadership. People management. Conflict management. Project management. Financial Management. Keeping abreast with new developments in the community development fields to enhance service delivery. Knowledge of policies and legislative mandates related to Community Development.
<u>DUTIES</u>	:	Coordinate the identification, facilitation, and implementation of integrated development interventions/ programs in partnership with other relevant stakeholders through effective and economic utilisation of resources. Conduct research relating to community development work. Interpret, implement and give guidance on policies, legislation related to community development. Manage relations with all relevant role players, internal and external. Monitoring and evaluation of programmes. Manage resources (human, financial, assets). Ensure the provision of sound partnership mobilisation systems.
<u>ENQUIRIES</u>	:	Dr M Motshedi at 060 954 9878 Ms A Nel Tel No: 066 095 1508
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentBOJ@nwpg.gov.za E-mail: SDRecruitmentKK@nwpg.gov.za
<u>POST 27/231</u>	:	<u>OPERATIONAL NURSING MANAGER NURSING (GENERAL NURSING) GRADE 1 REF NO: SD/1/8/26/E</u> Chief Directorate: Districts and Institutional Support Management Directorate: Districts and Service Points
<u>SALARY CENTRE</u>	:	R571 161 per annum, (salary will be in accordance with OSD determination) Sonop Old Age Home
<u>REQUIREMENTS</u>	:	Basic qualification (i.e. Diploma/Degree in nursing). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Valid driver's license. Competencies: Report writing, Planning and organising skills, time management, good communication and interpersonal skills, computer literacy, teamwork and collaboration skills. Work ethics.
<u>DUTIES</u>	:	Manage, control and act in facets of health, support, security, cleaning, infection control and ground services. Personnel matters including supervision and Performance Management, Finances and Procurement, as well as implementing policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic Health Service on a short-/medium-/long-term basis. Render Clinical services and organise a cost-effective service daily. Ensure that all personnel undergo training according to their Individual Development and Performance Plan. Participate in community involvement. Collect and verify submission of accurate statistics timeously and give continuous positive support to the Facility Manager.
<u>ENQUIRIES</u>	:	Ms A Nhlapo Tel No: (012) 256 6637/38
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentBOJ@nwpg.gov.za
<u>POST 27/232</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1 REF NO: SD/1/9/26/E (X5 POSTS)</u> Chief Directorate: Districts And Institutional Support Management Directorate: Districts and Service Points
<u>SALARY</u>	:	R496 668 per annum, (salary will be in accordance with OSD determination)

<u>CENTRE</u>	:	Mahikeng (Ngaka Modiri Molema District) (X1 Post) Rustenburg (Bojanala District) (X1 Post) Moretele (Bojanala Districts) (X3 Posts)
<u>REQUIREMENTS</u>	:	A bachelor's degree in social work. Registration with the South African Council for Social Service Professions as Social Worker and proof of registration of annual fees for current cycle. A minimum of 7 years appropriate experience in Social Work after registration as Social Worker with the SACSSP. A valid driver's license.
<u>DUTIES</u>	:	To ensure that a social work service with regards to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions.
<u>ENQUIRES</u>	:	Ms B Sytyi Tel No: (018) 388 2916/2924 Enquiries: Dr M Motshedi at 060 954 9878
<u>APPLICATIONS</u>	:	E- Mail: SDRecruitmentNMM@nwpg.gov.za E-mail: SDRecruitmentBOJ@nwpg.gov.za
<u>POST 27/233</u>	:	<u>ASSISTANT DIRECTOR INTERNAL CONTROL AND COMPLIANCE REF NO: SD/1/11/26/E</u> Chief Directorate: Financial Management and Administration Directorate: Internal Control
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12. National Diploma / Bachelor's Degree (NQF 6/7) in Commence (Major with Auditing and Accounting) / Internal Auditing. Three 3-5 years' relevant experience, of which 3 years must be at supervisory level. Valid driver' licence. Knowledge: Knowledge of Risk Management, Internal Control strategies /frameworks/ policies. Knowledge of the SCM Framework and Financial systems. Knowledge and understanding of PFMA, PPPFA, Treasury Regulations, Modified Cash Standard (MCS) & Accounting Manual for Departments (AMD), Auditing and Financial reporting. Skills: Numerical skills, Problem solving skills, Planning and organising skills, Communication (verbal and written) skills, Computer literacy. Interpersonal Attributes: Ability to work in a team, Ability to work under pressure and to cope with a high workload.
<u>DUTIES</u>	:	Supervise and participate in the development of strategic internal audit plans. Coordinate and maintain the efficient and effective controls and achieving the objectives of the department. Engage in continuous professional development activities relevant as required or prescribed by new developments in the internal audit environment. Attend to all audit queries in respect of the Financial Statements. Ensure that there is proper audit trail and working papers (Audit file) in respect of the Financial Statements. Assist in providing financial inputs into the Annual Report. Management of irregular, fruitless and wasteful expenditure. Conduct monitoring and capacity building on NPO funded projects Identify any discrepancies on the general ledger reconciliations and propose corrective actions. Manage staff and resources.
<u>ENQUIRIES</u>	:	Ms S Isake Tel No: (018) 388 1641/2480
<u>APPLICATIONS</u>	:	E-Mail address: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/234</u>	:	<u>ASSISTANT DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: SD/1/12/26/E</u> Chief Directorate: Districts and Institutional Support Management Directorate: Dr Ruth Segomotsi Mompoti District Office
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Dr Ruth Segomotsi Mompoti District Office
<u>REQUIREMENTS</u>	:	Grade 12. National Diploma or bachelor's degree (NQF 6/7) in Human Resource Management / Human Resource Management and Industrial Psychology. A minimum of 3-5 years' experience in human resource management, of which 3 years must be at supervisory level. A valid driver's license. Computer literacy, presentation skills, planning and organising, and communication skills. Sound and in-depth knowledge of relevant prescripts as

well as understanding of legislative framework governing the public service, e.g. PFMA, Public Service Act and Regulations, and Labour Relations Act, etc. Be able to interpret Policies, Knowledge of PERSAL system. Competencies: an understanding of administrative polices, including the PFMA, Treasury Regulations and PSA, Credible knowledge of Human Resource Practices and Administration, Human Resource Capacity building and Utilisation, Human Resource Planning, Employee Health and Wellness, as well as People Management and Labour Relations, Programme and Project management skills. Operational planning capabilities, facilitation, communication and leadership skills. Empowerment skills, service delivery improvement skills and report writing skills.

DUTIES : Ensure implementation of Human Resource Management directives, policies, strategies, and plans. Coordinate implementation of employee Performance Management Development System, Training and Development. Oversee implementation of conditions of service, recruitment and selection, labour relations, and employee wellness programmes in the district. Manage Human, Financial, and other resources. Perform any other duties as directed.

ENQUIRES APPLICATIONS : Mr M Madienyane Tel No: (053) 928 0111- Dr RSM District
: E-mail: SDRecruitmentRSM@nwpg.gov.za

POST 27/235 : **ASSISTANT DIRECTOR: EPMDS REF NO: SD/1/13/26/E**
Chief Directorate: Corporate Services
Directorate: Human Capital Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Provincial Office
REQUIREMENTS : Grade 12. National Diploma or Bachelor's Degree (NQF 6/7) in Human Resource Management / Human Resource Management and Industrial Psychology. A minimum of 3-5 years' experience in human resource management, of which 3 years must be at supervisory level. A valid driver's license. Computer literacy, presentation skills, planning and organising, and communication skills. Sound and in-depth knowledge of relevant prescripts as well as understanding of legislative framework governing the public service e.g. PFMA, Public Service Act and Regulations, and Labour Relations Act etc. Be able to interpret Policies, Knowledge of PERSAL system. Competencies: an understanding of administrative polices, including the PFMA, Treasury Regulations and PSA, Credible knowledge of Human Resource Practices and Administration, Human Resource Capacity building and Utilisation, Human Resource Planning, Employee Health and Wellness, as well as People Management and Labour Relations, Programme and Project management skills. Operational planning capabilities, facilitation, communication and leadership skills. Empowerment skills, service delivery improvement skills and report writing skills.

DUTIES : Ensure implementation of Human Resource Management directives, policies, strategies, and plans. Coordinate implementation of employee Performance Management Development System, Training and Development. Facilitate submission of Performance Agreements, Work Plans, Mid-Year, Final Assessment and Probation. Monitor compliance of EPMDS, Support and advice training unit. Manage the of PMDS Policy. Supervise Staff.

ENQUIRIES APPLICATIONS : Ms P Mathe Tel No: (018) 388 5684
: E-mail: SDRecruitmentPO@nwpg.gov.za

POST 27/236 : **ASSISTANT DIRECTOR POPULATION POLICY PROMOTION REF NO: SD/1/14/26/E**
Chief Directorate: Community Development
Directorate: Population Development

SALARY : R487 197 per annum
CENTRE : Provincial Office
REQUIREMENTS : Grade 12. Bachelor's degree (NQF 7) in Population Studies/ or Social Science or Statistics. 3 - 5 years' experience within the field, of which 3 years must be at supervisory level. Sound knowledge of demographic research. Competencies: Extensive knowledge of relevant Public Service policies and legislation. Report-writing and presentation skills. Computer literacy (Excel, PowerPoint). Good interpersonal and communication skills Willingness to travel. The ability to work under pressure. A valid driver's license.

<u>DUTIES</u>	:	Develop, implement, monitor and evaluate population policy, strategies and programmes. Conduct demographic research in consultation with relevant stakeholders. Develop and design capacity-building programmes for the Directorate and government departments to implement the population policy. Facilitate the integration of population factors into the planning processes. Provide advocacy and information, education and communication activities to support population and development programme.
<u>ENQUIRIES</u>	:	Dr KV Rampagane Tel No: (018) 388 5092
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/237</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO: SD/1/15/26/E</u> Chief Directorate: Districts and Institutional Support Management Directorate: Bojanala District
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	District Office
<u>REQUIREMENTS</u>	:	A National Diploma / B.Tech / Bachelor's degree (NQF 6/7) in Information Management / Information Science / Information Technology with statistical background. Knowledge of and experience in the utilisation of statistical software packages. At least 3 - 5 years' experience in an information management environment, of which 3 years must have been at supervisory level. Competencies: Extensive knowledge of relevant Public Service policies and legislation. Report-writing and presentation skills. Computer literacy (Excel, PowerPoint). Good interpersonal and communication skills Willingness to travel. The ability to work under pressure. A valid driver's licence.
<u>DUTIES</u>	:	Develop and implement the district's Information Management Operational Plan. Monitor and evaluate district performance information against set targets. Capture, analyse and collate data and information from service points and programmes. Produce district quarterly and annual reports. Coordinate and facilitate training pertaining to information management. Provide support to the service point and institution data capturers. Conduct quarterly quality data audits in the public service point. Ensure smooth implementation of the Social Development Information Management System and NISIS, and Performance Information Management System. Manage the information management budget, as well as human and other resources.
<u>ENQUIRIES</u>	:	Dr M Motshedi at 060 954 9878
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentBOJ@nwpg.gov.za
<u>POST 27/238</u>	:	<u>SOCIAL WORK POLICY DEVELOPER SUBSTANCE ABUSE PREVENTION TREATMENT AND REHABILITATION REF NO: SD/1/16/26/E</u> Directorate: Substance Abuse Prevention Treatment and Rehabilitation
<u>SALARY</u>	:	R471 330 per annum, (salary will be in accordance with OSD determination)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Bachelor's degree in social work. A minimum of eight years appropriate experience in Social Work after registration as a social worker with SACSSP. Knowledge in the field of Disability. Knowledge OF Social Development System, Public Financial Management Act, relevant financial management policies and practices and other relevant policies and legislation. Valid driver's license. Competencies: Extensive knowledge of relevant Public Service policies and legislation. Report-writing and presentation skills. Computer literacy (Excel, PowerPoint). Good interpersonal and communication skills Willingness to travel. The ability to work under pressure.
<u>DUTIES</u>	:	Assist in the development of responsive programmes and policies to Persons with Disabilities. Facilitate programme implementation. Facilitate funding of organisations and centres. Monitor compliance to legislative prescripts and norms and standards. Facilitate transformation of services to persons with disabilities. Facilitate integration of services to Persons with Disabilities. Evaluate and monitor performance and appraisal of employees.
<u>ENQUIRIES</u>	:	Ms J Didimalang Tel No: (018) 3881651
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za

<u>POST 27/239</u>	:	<u>SENIOR OD PRACTITIONER: ORGANISATIONAL DEVELOPMENT REF NO: SD/1/18/26/E</u> Chief Directorate: Corporate Services Directorate: Human Capital Management
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. A Diploma / Bachelor's Degree (NQF 6/7) as recognised by SAQA in Management Services / Production Management / Operations management / Human Resource Management and Industrial Psychology. 2 – 3 years of experience within Organisational Development field. A valid driver's license. Job Evaluation Analysis Certificate will be an added advantage Knowledge: Supervisory, Service delivery innovation, Problem Solving and Analysis. Job Evaluation, Work Study investigations, Client Orientation and Customer Focus, Communication, People Management and Empowerment, Change Management, Programme and Project Management. knowledge and understanding of corporate services management in public service, Batho Pele Principles. Competencies: Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector, conflict resolution, creative skills, negation skill, teamwork.
<u>DUTIES</u>	:	Conduct Job Evaluation process and present the job to JE Quality Assurance and Moderation Committees. Assist with the development of Job Descriptions and ensure submission. Participate and assist with development of the Organizational Structure. Assist with the development of Standard Operating Procedures. Conduct workshops on Job Evaluation, Job Description, Standard Operating Procedures. Conduct business process mapping for various components.
<u>ENQUIRIES</u>	:	Mr. I Mokoena Tel No: (018) 388 2257/4977
<u>APPLICATIONS</u>	:	E-Mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/240</u>	:	<u>SENIOR ADMIN OFFICER: CONDITIONS OF SERVICE REF NO: SD/1/19/26/E</u> Chief Directorate: Corporate Services Directorate: Human Capital Management
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12. Diploma or Degree (NQF 6/7) in Human Resource Management / Industrial Psychology / Public Administration. A minimum of 2-3 years' experience in the relevant field of which 1 years must be at supervisory. Experience in and in- depth knowledge of the PERSAL system. A valid driver's license. Knowledge: Supervisory, Service delivery innovation, Problem Solving and Analysis. PERSAL, Client Orientation and Customer Focus, Communication, People Management and Empowerment, Change Management, Programme and Project Management. Understanding of corporate services management in public service, Batho Pele Principles. Competencies: Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector, conflict resolution, creative skills, negation skill, teamwork.
<u>DUTIES</u>	:	Ensure effective implementation of policies and procedure manuals relevant to conditions of service and Service Benefits. Render support conditions of services and conduct training on the latest developments regarding service benefits and policies. Manage leave of absence and termination of services. Management of overtime compensatory practices. Ensure data integrity on information management systems (PERSAL) Management of PILIR. Ensure effective implementation of COIDA. Administer and ensure timeous payment of allowance and service benefits to eligible officials. Pension Administration remuneration and compensatory practices. Supervise the activities of the subordinates.

<u>ENQUIRIES</u>	:	MS PP Setsiba Tel No: (018) 388 2020
<u>APPLICATIONS</u>	:	E-Mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/241</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER: LOGISTICS REF NO: SD/1/20/26/E</u> Chief Directorate: Financial Administration and Management Directorate: Supply Chain Management
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12. Diploma or Degree (NQF 6/7) in Logistics Management / Financial Management / Supply Chain Management. A minimum of 2-3 years' experience in the relevant field of which 1 years must be at supervisory. A valid driver's license. Knowledge: Supervisory, Service delivery innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, People Management and Empowerment, Change Management, Programme and Project Management. Understanding of corporate services management in public service, Batho Pele Principles. Supply Chain Management processes. Logistics. Competencies: Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector, conflict resolution, creative skills, negation skill, teamwork.
<u>DUTIES</u>	:	Render authorisation of purchase orders. Check the correctness of ACK allocated. Print purchase orders. Compile statistics of approved, changed and closed orders, Compilation of monthly reports. Participate during stocktaking of the institutions for inventory. Supervise Staff.
<u>ENQUIRIES</u>	:	Mr. B Kadi Tel No: (018) 388 1999
<u>APPLICATIONS</u>	:	E-Mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/242</u>	:	<u>CHIEF WORKS INSPECTOR: INFRASTRUCTURE REF NO: SD/1/21/26/E</u> Chief Directorate: Corporate Services Directorate: Infrastructure Services
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. A Diploma / Bachelor's Degree (NQF 6/7) as recognised by SAQA in any of the following built environment disciplines (Architecture, Quantity Surveying, Civil /Structural Engineering or Electrical / Mechanical Engineering). 2 – 3 years relevant experience. A valid driver's license. Knowledge: Supervisory, Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, People Management and Empowerment, Change Management, Programme and Project Management. Records Management, knowledge and understanding of corporate services management in public service, Batho Pele Principles. Competencies: Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector, conflict resolution, creative skills, negotiation skill, teamwork.
<u>DUTIES</u>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services. Render an inspection service of work done on new projects (both maintenance and capital projects) and existing structures. Compile relevant project documentation for new and existing structures. Manage the activities of contractors on project sites. Gather and submit information in terms of the extended public works programme, the Framework for Infrastructure Delivery and Procurement Management (FIDPM). Manage the departmental leased office accommodation portfolio and ensure, that leased buildings are OHS compliant through monitoring systems agreed with landlords. Supervise the performance and conduct of subordinates.
<u>ENQUIRIES</u>	:	Mr O Kgobokoe Tel No: (018) 388 2416/2470
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za

<u>POST 27/243</u>	:	<u>SENIOR ADMIN OFFICER: TRANSPORT REF NO: SD/1/22/26/E</u> Chief Directorate: Corporate Services Directorate: Support Services
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Three years Degree or National Diploma in Transport Economics, Logistics Management or Public Administration. 3 – 5 years relevant experience in Government Fleet Management within the Public Service of which 1 year must be at a supervisory level. Good communication and interpersonal relations. Good knowledge of Transport Legislation, Policies, and procedures. Computer literacy. A valid driver's license. Advanced driving will be an added advantage. Knowledge: Supervisory, Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, People Management and Empowerment, Change Management, Programme and Project Management. Records Management, knowledge and understanding of corporate services management in public service, Batho Pele Principles. Competencies: Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector, conflict resolution, creative skills, negation skill, teamwork.
<u>DUTIES</u>	:	Management of government fleet in line with Policy Provisions. Analysis and ensure timely submission of monthly VMS reports. Provision of reports (accident, renewal of disks, losses, service). Implement asset management procedures and ensure compliance. Conduct routine inspections to ensure compliance. Ensure compliance to Transport policies, procedures, prescripts and applicable legislation. Implement control measures to identify and prevent irregular, fruitless and wasteful expenditure. Management of personnel.
<u>ENQUIRIES</u>	:	Mr ASS Moche at 060 955 0001
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/244</u>	:	<u>CHIEF NETWORK CONTROLLER REF NO: SD/1/23/26/E (X1 POST)</u> Chief Directorate: Corporate Services Directorate: Support Services
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. National Diploma/bachelor's degree (NQF 6/7) in Information Technology/Information Technology Management/Computer Engineering/Computer Science as recognised by SAQA with 2-3 years' experience in the field. A valid driver's license. Knowledge: Knowledge of government policies and prescripts, public service regularity framework. Knowledge of IT service management (ITSM) and performance monitoring tools. Knowledge of Microsoft Azure cloud services, networking, and security. Server and network administration (Windows Server, Active Directory, DNS, DHCP). (Competencies) Service delivery innovation. Problem Solving and Analysis. Client Orientation and Customer Focus, communication skills, Teamwork. Knowledge and understanding of corporate services management in public service, Batho Pele Principles. Honesty and integrity, knowledge management, Computer networking network infrastructure support. Procedure and processes for computer setup, configurations and upgrade. Hardware and software peripherals.
<u>DUTIES</u>	:	Facilitate the installation and maintenance of all ICT communication systems, networks and cloud infrastructure. Configure network devices. LAN and WAN support. Monitor the desktop support and trainings. Monitor network performance. (Install and test Microsoft packages). (Perform user administration in departmental systems). Maintain uptime of LAN AND WAN link. Facilitate and maintain ICT Infrastructure, Implement ICT Security policies and ICT continuity plans. Store and backup all Departmental data. Maintain the availability of user data. Configure ICT as per standards. (Maintain ICT service and assets register). (Maintain IT security and cybersecurity infrastructure. Implement IT security policies on the safekeeping and storage of data). (Conduct IT security reviews and IT Risk assessments). (Facilitate and

		maintain ICT services and ICT assets) Maintain ICT service charter. Maintain user access rights and user access reviews. manage the allocated resources of the sub-directorate. Facilitate coaching, mentorship, training and development of employees.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K Tuabeng at 060 954 6857 E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/245</u>	:	<u>LEGAL ADMIN OFFICER MR-4: REF NO: SD/1/10/26/E</u> Chief Directorate: Corporate Services.
<u>SALARY</u>	:	R403 929 – R461 838 per annum, (salary will be in accordance with OSD determination)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	An LLB degree. 5 years' postgraduate legal experience .Sound knowledge of the law .An understanding of Batho Pele principles .Knowledge of the Public Service Act, Public Service Regulations and PFMA .Knowledge of and experience in Public Service legislation .Computer literacy .Excellent communication skills (both verbal and written) .Accuracy and attention to detail .Problem-solving, report-writing and time management skills .The ability to make presentations .Good interpersonal and inter-cultural relations .The ability to liaise with senior officials .The ability to draft contracts or any other legal instruments. A valid driver's licence. Competencies: Ability to maintain confidentiality. Good communication skills. Good time keeping. Ability to work as a team. Problem solving skills. Planning and organizing skills. Knowledge of relevant legislations, policies and procedures in Child and youth Care. Interpersonal and Leadership skills. Able to do shift work.
<u>DUTIES</u>	:	Provide legal opinion in respect of the mandate of the Department. Coordinate the implementation of new legislation with provincial stakeholders. Draft legal documentation and reports for and give advice to Senior Management on a variety of legal matters. Respond to petitions, representations and complaints from civil society and other Government departments.
<u>ENQUIRES APPLICATIONS</u>	:	Adv TJ Ntuane Tel No: (018) 388 2010/4014 E-Mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/246</u>	:	<u>COMMUNITY DEVELOPMENT POLICY DEVELOPER GRADE 1 REF NO: SD/1/17/26/E (X2 POSTS)</u> Poverty Eradication and Sustainable Livelihoods Women Development Chief Directorate: Community Development
<u>SALARY</u>	:	R403 635 per annum, (salary will be in accordance with OSD determination)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	A Bachelor's Degree (NQF 7) Qualification in Developmental Studies, Community Development or Social Sciences. A minimum of 8 years recognizable experience in Community Development after obtaining the required qualification. A valid driver's license. Competencies Knowledge of relevant legislation frameworks and policies in the Public Service. Knowledge and understanding of financial and project management. Good management skills, organizing, planning, communication and presentation skills. Organizing, planning, communication and presentations skills. Experience in coordination and integration services.
<u>DUTIES</u>	:	Review, develop, interpret, apply, provide guidance, analyse impact of community development policies. Liaise and interact with various Community Development Policies. Liaise and interact with various community development structures to facilitate collaboration and establish partnerships to ensure sustainability of development actions within the community. Conduct research relating to community development work. Managing Community Development projects. Coordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical utilization of resources by the service delivery areas. Coordinates and manage community development service delivery areas to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources. Keep up to date with new developments in the community development and management fields to enhance service delivery.
<u>ENQUIRIES</u>	:	Ms M Gaegane Tel No: (018) 3882989/ 5092

<u>APPLICATIONS</u>	:	Enquiries: Ms B Madimabe Tel No: (018) 3882989/ 5092 E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/247</u>	:	<u>SOCIAL WORKER GRADE 1 REF NO: SD/1/24/26/E (X9 POSTS)</u> Chief Directorate: Districts and Institutional Support Management Directorate: Districts and Service Points
<u>SALARY CENTRE</u>	:	R338 208 per annum, (salary will be in accordance with OSD determination) JB Marks (Dr KK) (X2 Posts) Matlosana (Dr KK) (X1 Post) Lekwa Teemane (Dr RSM) (X2 Posts) Moses Kotane Service Point (Bojanala) (X1 Post) Moretele (Bojanala) (X1 Post) Tswaing (NMM) (X1 Post) Ditsobotla (NMM) (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12. Bachelor of Social Work that allows professional registration with the South African Council for Social Services Profession (SACSSP) as a Social Worker. Computer literacy. A valid driver's license. The following knowledge and skills are required for appointment: Understanding social dynamics, human behaviour and social systems. Social Intervention and empowerment. Social support. Protecting vulnerable individuals. Understanding Social Work legislation. Communication (written and verbal). Teamwork and collaboration. Planning and organising. Diversity Management. Understanding social work values and principles. Competencies: Knowledge of human behaviour and social systems. Understanding community dynamics. Networking and establishing partnerships. Understanding community development programmes. Community Development research. Understanding community development legislation. Planning and organising; Networking skills; Communication (written and verbal); Project Management; Team leadership. People management. Conflict management. Project management. Financial Management. Keeping abreast with new developments in the community development fields to enhance service delivery. Knowledge of policies and legislative mandates related to Community Development.
<u>DUTIES</u>	:	Provide social work services through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well-being. To provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Conduct assessment aimed at identifying conditions in individuals, groups, families and communities that justify relevant Interventions. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Implement the recommended interventions by providing continuous support, counselling guidance and advice to the affected individuals, groups and families and communities. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further amended interventions to address the identified conditions.
<u>ENQUIRIES</u>	:	Dr M Motshedi at 060 954 9878 Ms A Nel at 066 095 1508 Ms B Sytyi Tel No: (018) 388 2916/2924 Mr M Madienyane Tel No: (053) 928 0111
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentBOJ@nwpg.gov.za E-mail: SDRecruitmentKK@nwpg.gov.za E- Mail: SDRecruitmentNMM@nwpg.gov.za E-mail: SDRecruitmentRSM@nwpg.gov.za
<u>POST 27/248</u>	:	<u>PERSONAL ASSISTANT REF NO: SD/1/25/26/E (X4 POSTS)</u> Chief Directorate: HOD Support, CFO, Corporate Services and Social Services
<u>SALARY CENTRE</u>	:	R338 106 per annum Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12. Diploma (NQF 6) in Management Assistant. 3 to 5 years' experience in rendering a support service to senior manager. Valid Driver's License. Competencies: Organizing, time management, communication, and report writing skills. Ability to work under pressure.
<u>DUTIES</u>	:	Provide a secretarial/ receptionist support services to the chief director. Render administration support services. Manage the Chief Director's travel arrangements and handle all correspondence. Provide support to the manager during meetings. Support the Chief Directorate's office budget. Study the

		relevant public service departmental prescripts- policies and other documents and ensure that an application thereof is applied properly.
<u>ENQUIRIES</u>	:	Ms K Nyoka Tel No: (018) 3882043/1688
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/249</u>	:	<u>GENERAL ADMIN CLERK SUPERVISOR REF NO: SD/1/26/26/E</u>
		Directorate: Restorative Services
		Sub-Programme: Substance Abuse, Prevention and Rehabilitation
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. A Diploma / Bachelor's Degree (NQF 6/7) as recognised by SAQA in Public Administration / Public Management / Administration. 2 -3 years relevant experience in administration, of which 1 year must be at supervisory level. Advance Computer Literacy will be an added advantage. Valid driver's Licence as it will be required to travel. Competencies: Willingness to work extended hours. Supervisory, analytical, good financial management skills computer literacy (Microsoft Office Package, Communication Verbal and Written at all levels, good interpersonal skills, Planning and organising 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.
<u>DUTIES</u>	:	Render general admin support services. Provide Supply Chain support services within the component. Provide financial administration support services within the component.
<u>ENQUIRIES</u>	:	Ms J Didimalang Tel No: (018) 3881651
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/250</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK SUPERVISOR REF NO: SD/1/27/26/E</u>
		Directorate: Dr Kenneth Kaunda District Supply Chain Management
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Dr Kenneth Kaunda District Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Diploma / Bachelor's Degree (NQF 6/7) in Supply Chain Management / Logistics Management / Financial Management. 2 – 3 years relevant experience, of which 1 year must be at supervisory level. Knowledge: Client Orientation Customer Focus, Communication, Planning, Organising Competencies: Honesty and integrity, flexibility, computer skills. Good verbal and written communication skills, teamwork.
<u>DUTIES</u>	:	Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required.
<u>ENQUIRIES</u>	:	Ms A Nel at 066 095 1508
<u>APPLICATIONS</u>	:	E-Mail: SDRecruitmentKK@nwpg.gov.za
<u>POST 27/251</u>	:	<u>PROFESSIONAL NURSE GRADE 1 – GRADE 3 REF NO: SD/1/28/26/E (X5 POSTS)</u>
		Chief Directorate: Districts and Institutional Support Management
		Directorate: Bojanala and Dr Kenneth Kaunda Districts
<u>SALARY</u>	:	R337 359 per annum, (salary will be in accordance with OSD determination)
<u>CENTRE</u>	:	Sonop Old Age Home (Bojanala) (X2 Posts)
		JB Marks Treatment Centre (DR Kenneth Kaunda) (X3 Posts)
<u>REQUIREMENTS</u>	:	Basic qualification (i.e. Diploma or Degree in Nursing) or recognisable experience in nursing after registration with the SANC as Professional Nurse. Applicant must be registered with South Africa Nursing Council. Be Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practice. Able to implement elementary functions according to the scope of practice. Be able to plan and organise own work and that of support personnel to ensure proper nursing care. Knowledge and understanding of public service regulatory frameworks. A valid driver's licence and computer literacy.

<u>DUTIES</u>	:	Provision of holistic/comprehensive specialised nursing care. Manage the utilisation of resources effectively. Provision of educational services. Provision of effective support to nursing. Work as part of a multidisciplinary team to ensure quality nursing care. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Provide emergency care and act as shift leader in unit and be available to work overtime and to be on standby. Ensure the implementation of, and adherence to Patients' Rights Charter and Batho Pele principles. Manage and administer medication. Coordinate admissions and discharge planning. Ensure proper record-keeping. Ensure quality services delivery. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious groups.
<u>ENQUIRIES</u>	:	Ms AB Nhlapo at 066 072 6993 Enquiries: Ms DC Monyemore at 066 077 3190
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentBOJ@nwpg.gov.za E-mail: SDRecruitmentKK@nwpg.gov.za
<u>POST 27/252</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 REF NO: SD/1/29/26/E (X9 POSTS)</u> Chief Directorate: Districts and Institutional Support Management Directorate: Districts and Service Points
<u>SALARY CENTRE</u>	:	R289 296 per annum, (salary will be in accordance with OSD determination)
	:	Kagisano Molopo (DR RSM) (X2 Posts) Mamusa (Dr RSM) (X1 Post) Kgetleng (Bojanala) (X1 Post) Madibeng (Bojanala) (X1 Post) Moretele (Bojanala) (X1 Post) Tswaing Service Point (NMM) (X2 Posts) Ratlou Service Point (NMM) (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12. A 3-year relevant qualification in Community Development / Development Studies or Social Science. Computer literacy. A valid driver's license. Competencies: Knowledge of human behaviour and social systems. Understanding community dynamics. Networking and establishing partnerships. Understanding community development programmes. Community Development research. Understanding community development legislation. Planning and organising; Networking skills; Communication (written and verbal); Project Management; Team leadership. People management. Conflict management. Project management. Financial Management. Keeping abreast with new developments in the community development fields to enhance service delivery. Knowledge of policies and legislative mandates related to Community Development.
<u>DUTIES</u>	:	Implementation of legislation and policies to assist with interventions in wards where people interact with environments to promote self-empowerment. Liaise and interact with various community development structures to facilitate collaboration and to establish partnership to ensure sustainability of development actions within the community. Keep up to date with new developments in the Community Development field to enhance service delivery.
<u>ENQUIRIES</u>	:	Dr M Motshedi at 060 954 9878 Ms B Sytyi Tel No: (018) 388 2916/2924 Mr M Madienyane Tel No: (053) 928 0111
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentBOJ@nwpg.gov.za E- Mail: SDRecruitmentNMM@nwpg.gov.za E-mail: SDRecruitmentRSM@nwpg.gov.za
<u>POST 27/253</u>	:	<u>COMMUNICATIONS OFFICER REF NO: SD/1/31/26/E</u> Chief Directorate: Corporate Services Directorate: Media and Communication
<u>SALARY CENTRE</u>	:	R280 278 per annum
	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12. Diploma (NQF 6) in Communication / Marketing / Journalism /Public Relations / Media Studies. At least 1 – 2 years' experience in a corporate communication environment in the public service. Computer literacy, Photographic skills. A valid driver's license. Competencies: Honesty and

		integrity, flexibility, computer skills. Good verbal and written communication skills, teamwork.
<u>DUTIES</u>	:	Responsible for development of internal releases to update staff about internal developments i.e. news, transformation issues, conditions of service matters, etc. Distribution of internal circulars and memos through electronic and print channels. Regularly updating of notice boards and monitoring proper placement of notices. Develop creative communication initiatives to the interest all stakeholders including staff members on departmental matters. Assist with the production of internal departmental publications (e.g., newsletters, calendars, diaries, programmes, posters, print advertisement, etc). Responsible for internal corporate identity brand campaign and awareness. Monitor and report adherence to the department's corporate identity manual. Assist with branding and exhibitions. Coordinate and take part in all internal and external events. Update the website on a regular basis.
<u>ENQUIRIES</u>	:	Mr J Moche Tel No: (018) 388 1388
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/254</u>	:	<u>CHILD AND YOUTH CARE SUPERVISOR GRADE 1 REF NO: SD/1/30/26/E (X6 POSTS)</u> Chief Directorate: District and Institutional Support Management
<u>SALARY</u>	:	R265 755 per annum, (OSD package), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	JB Marks Treatment Center (X1 Post) Reamogetswe Child And Youth Care Center (X3 Posts) Khuseleka One Stop Center (X1 Post) Taung Old Age Home (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 and certificate in Child and Youth Care. Current proof of registration with South African Council for Social Services Professionals (SACSSP) (proof of registration submitted when shortlisted) Experience in CYCC will be added advantage. Current registration with the SACSSP council as Child and Youth Care worker. Competencies: Ability to maintain confidentiality. Good communication skills. Good time keeping. Ability to work as a team. Problem solving skills. Planning and organising skills. Knowledge of relevant legislations, policies and procedures in Child and youth Care. Interpersonal and Leadership skills. Able to do shift work.
<u>DUTIES</u>	:	(JB Marks Treatment Centre service users, Reamogetswe: children, Khuseleka: survivors/victims Taung Old Age Home: Older Persons). Supervision of Care and Development: Ensures that children and youth in care facilities receive appropriate developmental, therapeutic, and life-space interventions to enhance their well-being and growth. Including monitoring of daily routines, developmental programs, and therapeutic activities. Ensure adequate supervision. Work within a multidisciplinary team to ensure the formulation and implementation of individual developmental plans Life-Space Supervision: Guide CYC workers, providing immediate feedback and support in real-time situations. Assess CYC workers performance, intervene when necessary, and model effective interactions with children and youth. Staff Mentoring and Coaching: Mentoring and coaching CYC workers, transmitting knowledge, skills, and professional attitudes. Provide guidance on handling complex situations, encourage reflective practice, and support professional development through performance appraisals and continuing professional development. Program Implementation and Administration: Oversee the planning and execution of programs tailored to the developmental needs of children and youth. Manage administrative tasks such as shift registers, incident reports, logbooks, and compliance with policies and procedures. Coordinate escorts and liaise with the Multidisciplinary Team. Ensuring Compliance and Advocacy: Ensure adherence to legislative and policy frameworks governing child and youth care centres. Promote children's rights, maintain quality control of services, and advocate for the needs of children and youth.
<u>ENQUIRIES</u>	:	Dr M Motshedi at 060 954 9878 Ms A Nel at 066 095 1508 Mr M Madienyane Tel No: (053) 928 0111
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentBOJ@nwpg.gov.za E-mail: SDRecruitmentKK@nwpg.gov.za E-mail: SDRecruitmentRSM@nwpg.gov.za

<u>POST 27/255</u>	:	<u>HCM PRODUCTION CLERK: APPOINTMENTS REF NO: SD/1/32/26/E</u> Chief Directorate: Corporate Services Directorate: Human Capital Management
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate 0–1-year relevant experience. Practical PERSAL experience will serve as an advantage. Computer Literacy. A Valid driver's license. Competencies: Honesty and integrity, flexibility, computer skills. Good verbal and written communication skills, teamwork.
<u>DUTIES</u>	:	Ensuring correct implementation and capturing of appointments, promotions, translations, secondments, and transfers on the PERSAL System. Assist in the administration of service termination timeously on PERSAL. Attending Human Resource related enquiries. Provide Human Resource technical support during shortlisting's and interviews.
<u>ENQUIRIES</u>	:	Ms MJ Molamu Tel No: (018) 3881552/2416
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/256</u>	:	<u>SCM CLERK PRODUCTION ACQUISITION MANAGEMENT REF NO: SD/1/33/26/E (X2 POSTS)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. 0–1-year relevant experience. Knowledge: Client Orientation Customer Focus, Communication, Planning, Organising Competencies: Honesty and integrity, flexibility, computer skills. Good verbal and written communication skills, teamwork.
<u>DUTIES</u>	:	Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required.
<u>ENQUIRIES</u>	:	Ms Z Peters Tel No: (018) 388 1999
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/257</u>	:	<u>GENERAL ADMIN CLERK PRODUCTION – INFRASTRUCTURE REF NO: SD/1/34/26/E</u> Chief Directorate: Corporate Services Sub-Directorate: Infrastructure Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. 0 – 1-year relevant experience. Knowledge: Client Orientation Customer Focus, Communication, Planning, Organising Competencies: Honesty and integrity, flexibility, computer skills. Good verbal and written communication skills, teamwork.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Mr. Kgobokoe Tel No: (018) 388 1625
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/258</u>	:	<u>SECRETARY REF NO: SD/1/35/26/E (X2 POSTS)</u> Chief Directorate: HOD Support, Financial Accounting
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12. A qualification in Secretarial / Management Assistant / Office Management or administration will be an added advantage. Computer Literacy (Microsoft word, Excel, and PowerPoint). 0 – 1-year relevant experience in office administration. Competencies: Organising, time management, communication, and report writing skills. Ability to work under pressure.
<u>DUTIES</u>	:	Providing secretarial / receptionist support services to the director. Recording and managing correspondence. Render administration support services.

		Record incoming and outgoing documents and correspondence. Scheduling meetings and managing the director's diary. Provide logistical arrangements for meetings, workshops. Scrutinise submissions and reports to ensure compliance with basic standards. Manage client's enquiries/complaints. Managing incoming and outgoing telephone calls.
<u>ENQUIRIES</u>	:	MS K Nyoka Tel No: (018) 3882043/1688
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentPO@nwpg.gov.za
<u>POST 27/259</u>	:	<u>CHILD AND YOUTH CARE TEAM LEADER GRADE 1 REF NO: SD/1/36/26/E (X2 POSTS)</u> Chief Directorate: District and Institutional Support Management
<u>SALARY</u>	:	R211 899 per annum, (salary will be in accordance with OSD determination)
<u>CENTRE</u>	:	JB Marks Treatment Centre
<u>REQUIREMENTS</u>	:	Grade 12. Certificate/ Diploma (NQF level 4 /5/6). FET (a degree in Child and Youth Care would be an added advantage). A minimum of 7 years' experience in Child and Youth Care work after obtaining the required qualification. Current proof of registration with South African Council for Social Services Professionals (SACSSP) (proof of registration submitted when shortlisted). A valid driver's license. Experience in Secure Care will be added advantage. Competencies: Ability to maintain confidentiality. Good communication skills. Good time keeping. Ability to work as a team. Problem solving skills. Planning and organizing skills. Knowledge of relevant legislations, policies and procedures in Child and youth Care. Interpersonal and Leadership skills. Able to do shift work.
<u>DUTIES</u>	:	Supervise Child & Youth Care Workers. Manage work performance of supervisee. Oversee the admission and related activities of children and youth to the facility. Oversee the access of children/ youth to medical services. Oversee the implementation of planned activities, residential developmental and therapeutic programmes. Oversee basic life space work. Undertake inspections during a shift and report on incidents and challenges identified. Perform administrative work relevant to the job. Oversee the completion of daily registers, e.g., logbooks, incident reports, etc. Ensure the attendance registers are signed and kept up to date. Perform all the administration functions required by the job. Accompany, assist and escort service users within healthcare facilities when necessary.
<u>ENQUIRIES</u>	:	Ms DC Monyemore Tel No: (018) 294 5134
<u>APPLICATIONS</u>	:	E-Mail: SDRecruitmentKK@nwpg.gov.za
<u>POST 27/260</u>	:	<u>NURSING ASSISTANT GRADE 1 – GRADE 3 REF NO: SD/1/37/26/E (X5 POSTS)</u> Chief Directorate: Districts and Institutional Support Management Directorate: Bojanala and Dr Kenneth Kaunda Districts
<u>SALARY</u>	:	R181 230 per annum, (salary will be in accordance with OSD determination)
<u>CENTRE</u>	:	Sonop Old Age Home (Bojanala District) (X3 Posts) JB Marks Treatment Centre (Dr Kenneth Kaunda District) (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate, qualification that allows registration with South Africa Nursing Council (SANC) as Nursing Assistant. Applicant must be registered with SANC. Be able to demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practice. Able to implement elementary functions according to the scope of practice.
<u>DUTIES</u>	:	Perform elementary clinical nursing practice in accordance with the scope of practice and nursing standards, as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards, as determined by the relevant health facility. Conduct communication with patients and supervisors effectively. Work as part of multidisciplinary team to ensure quality nursing care. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious groups. Passion to work with elderly persons and people with disability.
<u>ENQUIRIES</u>	:	Ms AB Nhlapo at 066 072 6993 Enquiries: Ms DC Monyemore Tel No: (018) 294 5134
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentBOJ@nwpg.gov.za E-mail: SDRecruitmentKK@nwpg.gov.za

<u>POST 27/261</u>	:	<u>CLEANER REF NO: SD/1/38/26/E (X4 POSTS)</u> Chief Directorate: Districts and Institutional Support Management Directorate: Bojanala District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Sonop Old Age Home
<u>REQUIREMENTS</u>	:	Minimum Grade 10 or adult education and training (NQF Level 2). Knowledge of cleaning materials and equipment. Ability to operate cleaning equipment as well as cleaning methods and procedures. Good organising and interpersonal relationships. Basic literacy (ability to read and write) and basic numeracy (ability to count). Ability to work as part of the team. Ability to work around elderly people and have physical strength.
<u>DUTIES</u>	:	Cleaning Services: Sweeping floor, emptying dustbins, cleaning offices and workshops (where applicable). Monitor cleaning material and report stock levels. Utilise cleaning equipment and ensure their safeguarding. Comply to Occupational Health and Safety requirements.
<u>ENQUIRIES</u>	:	Ms AB Nhlapo at 066 072 6993
<u>APPLICATIONS</u>	:	E-mail: SDRecruitmentBOJ@nwpg.gov.za
<u>NOTE</u>	:	The North West Department of Social Development 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.