

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

<u>APPLICATIONS</u>	:	Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag X2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex), email: nwcogtarecruit@nwpg.gov.za
<u>FOR ATTENTION</u>	:	Ms Ethelia Masibi Tel No: (018) 388 3933 or Ms Katlego Sebaetse Tel No: (018) 388 3935
<u>CLOSING DATE</u>	:	05 October 2026, Time (15H30)
<u>NOTE</u>	:	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. 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.

MANAGEMENT ECHELON

<u>POST 34/245</u>	:	<u>CHIEF DIRECTOR TRADITIONAL INSTITUTIONAL MANAGEMENT REF NO: 19/26-27</u> Chief Directorate Traditional Institutional Management Job Purpose: To oversee implementation of Traditional Institutional Management Services
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric / Grade 12 / Diploma/Degree (NQF Level 7) in Public Administration / Public Management / Public Governance / Business Administration / Management / Development Studies / Political Science/Law / Social Sciences/ Anthropology as recognized by SAQA. Minimum of 5 years' relevant experience at Senior Managerial level. Nyukela SMS Pre-Entry Certificate submitted prior to appointment, A valid driver's license Competencies / Knowledge / Skills: In-depth Knowledge of: Customary Law Intergovernmental Prescripts, Customary Initiation Act, Customary Initiation processes Customary laws of succession and genealogy, Traditional and Khoi San Leadership Act, Northwest Traditional Governance Framework Act, Northwest House of Traditional Leaders Act, Traditional Court Act. Public Finance Management Act, Public Service Act, Public Service Regulations, Promotion of Administration Justice Act. Protection Access to Information Act, Customary Law and Practices. Strategic planning and organizing, Monitoring and Evaluations, Facilitation, Decision Making, Conflict Resolution, Leadership, People Management, Accountability, Communication, Policy interpretation, Report writing, Computer Literacy, Analytical thinking.
<u>DUTIES</u>	:	Administer provision of Traditional Institutional and resource administration services Administer implementation of anthropology. indigenous information and initiation school management services. Administer provision of Traditional leaders and secretariat support services. Coordinate Traditional council, governance, rural development and administration support services. Coordinate Traditional Institutional Financial Administration Services.
<u>ENQUIRIES</u>	:	MF Sepeng Tel No: (018) 388 3297

OFFICE OF THE PREMIER

<u>APPLICATIONS</u>	:	Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho. All attachments for online applications including the Z83 and CV must be one document in PDF, indicating the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
<u>CLOSING DATE</u>	:	05 October 2026 at 16H00 (walk-in and online), late application will not be considered
<u>NOTE</u>	:	All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the Employment Equity Plan for the Office, preference will be given to Persons with Disabilities, Youth, and Females for all these positions. Applications must be submitted on the approved Z83 form (81/971431) obtainable from any Public Service Department or on the DPSA website, www.dpsa.gov.za , which must be completed in such a manner that provide sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials in the second page are not mandatory. The Office reserves the right to introduce further objective criteria or post requirements for shortlisting should such a need arise. Should the applicant/s use incorrect application form for employment (Z83), or not compliant with the notes, the application applicant/s will not be considered for selection purposes(disqualified). The Z83 must be accompanied by detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. Subject of relevant qualification/s should be mentioned in the CV. Part A must be fully completed. Part B, C and D questions of the Z83 may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for. Part E, F and G do not need to be completed if the CV has been attached and

provides the required information, However, the question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR Directorate regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. 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>. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be 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. Incomplete Z83 and late applications will not be considered. Communication will be limited to shortlisted candidates only. Successful candidates for the advertised positions will be required to undergo personnel suitability checks, which include criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement, consider your application unsuccessful. The Office reserves the right not to make an appointment following this advertisement for any reason. Candidates who previously applied for the re-advertised positions are encouraged to re-apply they are still interested. NB: Due to austerity measures, the Office is not in a position to meet any travel and subsistence costs relating to the recruitment process for the shortlisted candidates.

OTHER POSTS

<u>POST 34/246</u>	:	<u>DEPUTY DIRECTOR: ICT SUPPORT SERVICES REF NO: NWP/OOP/2026/34</u>
		Job Purpose: To provide ICT Helpdesk Support Services within the Office of the Premier and NWPG
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three- year appropriate tertiary qualification in Information Technology at NQF level 6 and/or related qualifications (NQF level and credits). 6 years' experience in ICT services /management at medium to large IT environment of which 3 years should be at Assistant Director Level. ITIL Certificate. Valid Driver's license. COBIT certification/qualification will be an added advantage. Knowledge, Skills and Competencies: Knowledge and understanding of ICT frameworks, government policies and prescripts. Knowledge of analysing statistical data. Strong written and verbal communication skills, Problem solving, good customer relations, customer focused, interpersonal skills and emotional intelligence. People management skills, understanding of working with systems, desktop and network support field. Good judgement and decision making.
<u>DUTIES</u>	:	Management and monitoring of provincial ICT service desk services. Ensure incidents and problem routing, first line support and escalation are done within services targets. Develop and implement a Help Desk Service Strategy and standard operating procedures. Follow ITIL framework and best practices. Manage and monitor user account activities. Effective and efficient management, supervision and mentor of the helpdesk team, including interns. Track provincial performance statistics and produce daily, monthly and quarterly reports, coupled with an annual improvement plan. Assess need for any system configurations, based on request trends and make recommendations. Communicate ICT service announcements to the clients. Participate in SLA engagements. Implement audit recommendations. Collaborate with other Departments on helpdesk matters.
<u>ENQUIRIES</u>	:	Ms. L Mofela Tel No: (018) 388 4033

<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment2@nwpg.gov.za
<u>POST 34/247</u>	:	<u>DEPUTY DIRECTOR: ICT USER SUPPORT REF NO: NWP/OOP/2026/35</u> Job Purpose: To manage and provide ICT users support services in NWPG.
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three- year appropriate tertiary qualification in Information Technology at NQF level 6 and/or related qualifications (NQF level and credits). 5 years' experience in ICT at medium to large IT environment of which 3 years should be at Assistant Director Level. Valid Driver's license. ITIL Certification. Knowledge, Skills and Competencies: Knowledge and understanding of ICT frameworks, ITIL processes, government policies and prescripts. Knowledge of analysing statistical data. Strong written and verbal communication skills, Problem solving, good customer relations, customer focused, interpersonal skills and emotional intelligence. People management skills, understanding of working with systems, desktop and network support field. Good judgement and decision making.
<u>DUTIES</u>	:	Manage the computer support services. Provision of network support services. manage end user support services, Manage of mobile networking support service. Manage provision of peripheral device support, installation of software, configuration and network changes. Develop and maintain ICT end user support policies. Mentor and develop the team. Provide technical, direction, supervision and leadership to end user support team. Provide computer software and hardware maintenance and support. Ensure the availability of end-user support resources. The Management of Incident and Problem management services; Analyse incidents statistics and provision of solutions emanating from incidents and problems. Track performance statistics and produce reports of calls, ensure incidents are resolved with SLA, coupled with an improvement report. Participating in ICT projects.
<u>ENQUIRIES</u>	:	Ms. L Mofela Tel No: (018)388 4033
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment3@nwpg.gov.za
<u>POST 34/248</u>	:	<u>DEPUTY DIRECTOR: DR RSM DISTRICT REF NO: NWP/OOP/2026/36</u> Job Purpose: To manage the District Office, coordinate and monitor District wide service delivery improvement support programmes and Interventions
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three-year qualification in Public Administration, Social Science or equivalent qualification at NQF level 6 (NQF level and credits). 6 years' experience in Service Delivery services of which 3 years should be at Assistant Director level. Knowledge, Skills and Competencies: Local Government Prescripts; PFMA; LRA and PSA. Planning and organizing; Management and leadership; People management; Financial management; Computer and Interpersonal skills.
<u>DUTIES</u>	:	Manage the coordination of Thuntsha- Lerole Service Delivery programmes. Manage the functionality assessment of DDM structures. Manage Frontline Monitoring & Support Interventions. Manage Occupational Health & Safety. Manage Risk. Manage resolutions of service delivery complaints.
<u>ENQUIRIES</u>	:	Dr. A. J Mothupi Tel No: (018) 388 5735
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment4@nwpg.gov.za
<u>POST 34/249</u>	:	<u>DEPUTY DIRECTOR: INTERNATIONAL RELATIONS REF NO: NWP/OOP/2026/37</u> (Re-advert) Job Purpose: To coordinate, manage and monitor International Relations across the NWPG
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Mmabatho
<u>EQUIREMENTS</u>	:	Three- years tertiary qualification in International Relations/ Political Sciences/Economics and/or related qualifications at NQF level 6 (NQF level and credits). 6 years' experience in International Relations of which 3 years should be at Assistant Director level. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of government prescripts and procedures, financial administration, PSA, PSR, PFMA, International law and policy and UN regulations and policies. Communication, Organisational skills, Project

		management and Events management. Application of International Relations as well as understanding of the South African foreign policy. Negotiation skills and change knowledge management. Understanding multilateral institutions such as the UN, AU, SADC, SACU and NAM.
<u>DUTIES</u>	:	Facilitate international dialogue to strengthen relations on foreign investment. Coordinate the implementation of memorandums of understanding between the province and sister governments abroad. Consolidate and promote the African Agenda by forging and maintaining relations. Coordinating international projects and managing stakeholders. Coordinate international visits. Update the data base of international missions.
<u>ENQUIRIES</u>	:	Ms. B Mothobi Tel No: (018) 388 3086
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment5@nwpg.gov.za
<u>POST 34/250</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE BRANDING AND MARKETING REF NO: NWP/OOP/2026/38</u> Purpose To promote and maintain the Provincial Government's corporate identity and image by providing branding, marketing, corporate communication, and public information support services in line with government communication policies and standards.
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Communication, Public Relations, Marketing, Corporate Communication, Branding, Journalism at NQF level 6 and/ or equivalent qualification (NQF level and credits). 3-5 years' experience in Branding, Marketing or Communication of which 2 years must be at supervisory level. Knowledge, Skills & Competencies: Sound knowledge of Government Communication and Information systems (GCIS) policies and government communication environment. Knowledge of corporate branding, marketing, corporate identity management, event branding and stakeholder engagement. Knowledge of public sector communication policies, the Corporate Identity Manual, and Batho Pele principles. Knowledge of digital communication platforms and website content management. Excellent verbal and written communication skills. Project planning, coordination, and reporting skills. Research, analytical, problem-solving, and presentation skills. Computer literacy in Microsoft Office (Word, Excel, PowerPoint and Outlook). Knowledge of graphic design software and branding technologies will be an added advantage. Ability to work under pressure and meet tight deadlines. Good interpersonal, organisational, and supervisory skills.
<u>DUTIES</u>	:	Promote and maintain a common and consistent corporate identity and image for the Provincial Government. Coordinate the implementation and monitoring of the Corporate Identity Manual within the Office of the Premier and Provincial Departments. Coordinate branding and marketing support for provincial, national, and internal government events. Develop branding concepts, exhibition layouts, floor plans, and event branding solutions. Coordinate the production and installation of branding material for government programmes and campaigns. Facilitate corporate identity awareness and empowerment workshops for officials and stakeholders. Promote adherence to government branding standards and best practices. Conduct research and develop branding and marketing strategies to enhance the visibility of government programmes. Produce well-researched articles and communication content for government publications. Update and maintain branding content on the Provincial Government and Office of the Premier websites. Build and maintain strategic partnerships with internal and external stakeholders. Prepare reports, monitor branding projects, and evaluate the effectiveness of branding and marketing initiatives. Supervise staff and ensure effective utilisation of resources within the sub-directorate.
<u>ENQUIRIES</u>	:	Mr. O.J Bogatsu/ Mr. I Mokaila, Tel No: (018) 388-4969/5828
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment6@nwpg.gov.za
<u>POST 34/251</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL MONITORING AND EVALUATION SYSTEM REF NO: NWP/OOP/2026/39</u> Job Purpose: To provide support in developing and managing the implementation of integrated Provincial Performance Monitoring and Evaluation Information System.
<u>SALARY</u>	:	R487 197 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Mmabatho
	:	Three-year tertiary qualification in Information Science/System/Technology at NQF level 6. (NQF level and credits). 3 years' experience in Monitoring and Evaluation; Data Analysis; Data Management; System Development and Management of which 2 years should be at supervisory level. Valid Driver's License. Knowledge, Skills and Competencies: Knowledge of System development and management; Statistical Data management; Knowledge of Quantitative and Qualitative Data Collection methods; DPME policies and protocols; Report writing, Public Service Regulations and Public Service Act and policies. Computer literacy skills in Excel, Word, PowerPoint, SPSS, STATA; Reporting skills; Good communication skills; Report writing skills; Planning and organizing; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking; Research skills. Experience in the functionality of the Provincial M&E Reporting System and DPME EQPRS will be an added advantage.
<u>DUTIES</u>	:	Assist in developing and managing the implementation of integrated Provincial Performance Monitoring and Evaluation Information Systems To support in coordinating the implementation of integrated Provincial Performance Monitoring and Evaluation Information System. To support in managing the provincial performance monitoring and evaluation systems protocols. To implement the operational plan in line with the strategic objectives of the directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N.G Molema Tel No: (018) 388 5232
	:	E-Mail: ooprecruitment7@nwpg.gov.za
<u>POST 34/252</u>	:	<u>ASSISTANT DIRECTOR: RESEARCH AND EVALUATION REF NO: NWP/OOP/2026/40</u> Purpose: Facilitate and Coordinate Research and Evaluation in the NWPG
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 10)
	:	Mahikeng
	:	Three- year appropriate tertiary qualifications in Economics, Social Sciences, Population, Monitoring & Evaluation, Development Studies, Statistics, Innovation or related field at NQF level 7 and equivalent qualification (NQF and credits) 3.-5 years' experience applicable to the relevant discipline of which 2 years should be at Supervisory level. Knowledge, Skills and Competencies: Research and Evaluation design techniques and methods, Qualitative and quantitative, Design thinking. data collection and data encoding, Questionnaire design and administration, Understanding of national, provincial and local government structures and relationship, policy analysis, Monitoring and evaluation. Computer literacy skills in Excel, Word, PowerPoint, reporting skills, Critical thinking and analytical skills, Data analysis; using statistical package for both Economic and Social Sciences, Geographical Information systems, Effective communication and writing skills, Negotiation, facilitation and presentation skills, Coordination facilitation skills, Conflict management and Evaluation techniques.
<u>DUTIES</u>	:	Facilitate the development and implementation of the Provincial Research and Evaluation Agenda. Facilitate and coordinate capacity building programmes for research and evaluation at Provincial and local spheres. Facilitate research and evaluation projects in support of the Provincial Priorities. Facilitating the establishment of the Provincial Research and Evaluation Technical Working Group. Administering Research and Evaluation Data Warehouse. Foster and sustain partnership with knowledge institutions. Assist in handling research contracts MOU and MOA processes. Assist with Lease, network and build relationships with internal and external research stakeholders. Assist in coordination of innovation in the province.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. JM Mosenogi Tel No: (018) 388 2845
	:	E-Mail: ooprecruitment8@nwpg.gov.za

<u>POST 34/253</u>	:	<u>ASSISTANT DIRECTOR: OLDER PERSONS AND PERSONS WITH DISABILITY COORDINATION AND MONITORING REF NO: NWP/OOP/2026/41</u> Purpose: To provide integrated services to veterans, older persons and persons with disability at all spheres of governance.
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Three-year tertiary in Social Work, Social Sciences, Public Administration or related field at NQF level 6 (NQF and credits) 3.-5 years' experience in social development environment or Special Programmes unit environment of which 2 years should be at Supervisory /coordination level. Valid driver's licence Knowledge, Skills and Competencies: The Constitution of the Republic of South Africa, 1996, Older Persons Act, 2006, Social Assistance Act, 2004, Military Veterans Act, 2011, National policy frameworks relating to ageing, elderly persons and military veterans, Government planning, monitoring and reporting processes. communication skills, leadership skills, coordination skills, problem-solving skills, decision making, report-writing, presentation, stakeholder-management, conflict-management, planning and organizational skills.
<u>DUTIES</u>	:	Coordinate and support provincial programmes for elderly persons and military veterans. Collate, consolidate and submit mainstreaming and programme performance reports. Coordinate relevant provincial forums, structures and stakeholder engagements. Facilitate awareness and capacity-building programmes on the rights and needs of elderly persons and Military veterans. Monitor the implementation of applicable legislation, policies and programmes. Establish and maintain partnerships with government departments, municipalities, civil society organizations and other stakeholders. Coordinate commemorative events, outreach initiatives and the Annual General Meeting for Older Persons. Provide administrative and technical support within the unit. Maintain accurate programme records and credible supporting evidence. Perform any other duties assigned by management.
<u>ENQUIRIES</u>	:	Ms. G Tshepe Tel No: (018) 388 1674
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment9@nwpg.gov.za
<u>POST 34/254</u>	:	<u>ASSISTANT DIRECTOR: NGAKA MODIRI MOLEMA DISTRICT REF NO: NWP/OOP/2026/42</u> Purpose: To coordinate and monitor District wide service delivery improvement support programmes and Interventions
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Public administration and Social Science/ or relevant qualifications at NQF level 6(NQF level and credits). 3-5 years' experience in service delivery of which 2 years must be at supervisory level. A valid driver's license and willingness to travel. Knowledge, Skills and Competencies: Knowledge in Public Service Act and Regulations, PFMA, Intergovernmental Relations Framework Act, District Development Model Framework; understanding of Provincial Service Delivery programmes; planning and coordination of interventions. Management and leadership; People management; Financial management; Computer and Interpersonal skills.
<u>DUTIES</u>	:	Coordinate and monitor Thuntsa Lerole and District Development Model (DDM) District Planning and Reporting in Ngaka Modiri Molema District. Monitoring of the Service delivery activities in the district. Monitoring of Service Delivery interventions in the district. Stakeholder Relation Management in the District.
<u>ENQUIRIES</u>	:	Mr. T Keoagile Tel No: (018) 388 3890
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment10@nwpg.gov.za
<u>POST 34/255</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: NWP/OOP/2026/43</u> Purpose: To register and recruitment, selection and appointment and conditions of services and remuneration
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Mahikeng

<u>REQUIREMENTS</u>	:	Three- year appropriate tertiary qualification in Human Resource Management or Public Administration at NQF level 6 and/or related qualifications (NQF Level and Credits). 2 years' experience in Human Resource Management and Public Administration of which 1 year should be at supervisory level. Knowledge of PERSAL System. Computer literary in MS Word, MS Excel and PowerPoint. Valid Drivers' license. Knowledge, Skills & Competencies: Knowledge of Public Service Act, Public Service Regulations and Prescripts and Government Employees Pension Law, Training on PERSAL system, Knowledge of basic principles of HR Management, Knowledge of Performance Management System. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills.
<u>DUTIES</u>	:	Implement Recruitment, Selection and Appointment: Receive and acknowledge applications, Profile applications, provide secretarial services and render advice during selection process, Administer transport claims of candidates, prepare short-listing and interviews reports and appointment letters, Process personnel suitability checks Process appointments and promotions on PERSAL System. Provision of conditions of service and Remuneration: Capture leave applications on PERSAL, Process recognition of long service, grade progressions, acting and role playing allowance. Administer service terminations, circulate assets and state liability forms, and conduct exit interviews. Compile pension withdrawal forms on GEPP on-line system, process funeral claim benefits and Capture nomination of beneficiaries. Process transfers, relocations and movements.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. K Okhaa Tel No: (018) 388-3741
	:	E-Mail: ooprecruitment11@nwpg.gov.za
<u>POST 34/256</u>	:	<u>SENIOR MAINFRAME OPERATOR REF NO: NWP/OOP/2026/44</u> Job Purpose: To provide and monitor mainframe infrastructure and mainframe contract administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08)
	:	Mmabatho
	:	Three-year appropriate tertiary qualification in ICT at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 2 years' experience in storage backup environment, 2 years exposure in mainframe contract administration and 1 year should be at supervisory level. Knowledge, Skills and Competencies: Knowledge of information and communication technology, Infrastructure technologies environment, ICT infrastructure invoice and contract administration, report writing, Configurations Software requirements, Network operating systems, Memory management and integration, Knowledge of methods, tools, equipment and material used in server equipment testing, repair and maintenance. Familiar with IT contract management and SITA procurements. Good Communication skills, good telephone etiquette, Report writing skills, Computer skills. Problem solving skills, Project management, Leadership and presentation.
<u>DUTIES</u>	:	To render mainframe operations and storage environment. To assist mainframe managers with contract administration. Assist with preparing invoice payments submission. Administration of contract register, Produce monthly and quarterly invoice payment report. Assist mainframe managers with SITA procurements. Assist with the drafting and implementation of Mainframe policies and standard operating procedures to improve mainframe internal controls. Provide salary reports and salary reports distribution. Rendering reports on mainframe system availability. The provision of backup and restores.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P Teise Tel No: (018) 388 3292
	:	E-Mail: ooprecruitment12@nwpg.gov.za
<u>POST 34/257</u>	:	<u>SENIOR INFORMATION OFFICER: PROVINCIAL MONITORING AND EVALUATION SYSTEM REF NO: NWP/OOP/2026/45</u> Purpose: To provide support in developing and managing the implementation of provincial performance Monitoring and Evaluation systems.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08)
	:	Mmabatho
	:	Three-year tertiary qualification in Information Science/ System/Technology, Public Administration at NQF level 6 (NQF level and credits). 3-5 years' experience in Information System of which 2 years should be at supervisory

		level. Knowledge, Skills and Competencies: Knowledge of System development and management; Statistical Data management. DPME policies and protocols. Report writing. Public service Regulations. Public Service Act and policies. Computer literacy skills in Excel, Word, PowerPoint, SPSS. Reporting skills; Good communication skills; Report writing skills; Planning and organizing; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking; Research skills.
<u>DUTIES</u>	:	Provide support in developing and managing the implementation of Provincial Monitoring and Evaluation (M&E) System. To produce data and trend analysis. To facilitate Capacity Building plan and provide training on the implementation of Monitoring & Evaluation System and Initiatives. To facilitate data collection for Provincial Statistical Information Warehouse.
<u>ENQUIRIES</u>	:	Ms. N.G Molema Tel No: (018) 388 5232
<u>APPLICATIONS</u>	:	E-mail: ooprecruitment13@nwpg.gov.za
<u>POST 34/258</u>	:	<u>HARDWARE TECHNICIAN: DR RUTH SEGOMOTSI MOMPATI REF NO: NWP/OOP/2026/46</u> Job Purpose: To offer day to day ICT technical support to all users of NWPG
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Vryburg
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in IT at NQF level 6 and/or equivalent qualifications. 2-4 years' experience in IT Support or applicable to the relevant discipline. Driver's license. Knowledge, Skills and Competencies: Knowledge of information and communication technology. Infrastructure technologies. Configurations Software requirements. Network operating systems. Memory management and integration. Knowledge of methods, tools, equipment and material used in computer equipment testing, repair and maintenance. Good troubleshooting capabilities, experience in supporting Microsoft. Knowledge of Active Directory and Windows/Linux Operating systems. Good Communication and interpersonal skills. Good telephone etiquette. Report writing skills. Computer skills. Problem solving skills. Project management presentation. Team player and self- motivated.
<u>DUTIES</u>	:	Support the desktop, laptop, printers and automation function. Support the provincial network infrastructure. Implementation of software, application, configuration and network changes (Release Management). Offer Support for Mobile Devices Connectivity. Offer Support for Peripheral Devices. End user support and account management. Participate in projects. Support audio and visual platform and hardware. Test, diagnose, repair, and maintain computing equipment. Ensure that all calls logged are resolved within the required time. Travel to provide user support.
<u>ENQUIRIES</u>	:	Ms. L Mofela Tel No: (018) 388 4033
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment14@nwpg.gov.za
<u>POST 34/259</u>	:	<u>PERSONAL ASSISTANT: INTEGRITY MANAGEMENT REF NO: NWP/OOP/2026/47</u> Job Purpose: To render secretariat support service to the Chief Director.
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in management assistant/ secretarial studies at NQF level 6 or any other relevant and equivalent qualifications as recognized by SAQA. 2 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of Prescripts / Policies. Good Communication (verbal and written), excellent customer relations, good telephone etiquette, computer literate, problem-solving, report writing and interpersonal skills. Must have the ability to negotiate deadlines, take initiative, work independently and under pressure. Basic financial administration.
<u>DUTIES</u>	:	Provide secretarial and receptionist support services in the Office of the Chief Director. Manage the Chief Director's schedule of appointments and meetings. Render general administrative support services. Provide support to the Chief Director regarding meetings. Manage the Chief Director's office budget. Manage the Chief Director's travel arrangements and handle all correspondence. Keep abreast of legislative prescripts/ policies & procedures

		applicable to the work terrain. Financial tasks: This can include managing the Office's expenses and keeping track of budgets.
<u>ENQUIRIES</u>	:	Ms. A Mahase Tel No: (018) 388 3415
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment15@nwpg.gov.za
<u>POST 34/260</u>	:	<u>ADMINISTRATIVE OFFICER: PUBLIC PARTICIPATION REF NO: NWP/OOP/2026/48 (X2 POSTS)</u>
		Job Purpose: To administer and manage the Complaints and Complements programme
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in management assistant at NQF level 6 and/or equivalent qualifications. 2 years' experience in public service, customer care and public administration. Valid driver's license and willingness to travel. Knowledge, Skills and Competencies: Customer care and public administration, understanding of national, provincial and local government structures and relations, Sound knowledge of community structures Programme and project management. Computer literacy skills in Excel, Word, PowerPoint, reporting skills, Creative thinking and analytical skills, Effective verbal and writing communication skills, Negotiation and facilitation skills, Interpersonal and cooperative teamwork, Computer literacy, Data capturing and Time management.
<u>DUTIES</u>	:	Coordinate Public Meetings interventions and outreaches. Compile the Public Participation activity reports; collect and analyze performance reports of Operators to compile a weekly report, Identify, document, and alert the management team of trends in custom. Verify the accuracy and Integrity of captured information of the Public Participation database; Daily quality assurance of all cases captured and recommend accordingly on the system, Follow-up and closing of cases. Facilitate the implementation of Provincial complaint management procedures and processes according to the approved policy; Assess adherence to Standard Operating procedures by Operators and Frontline Staff on a daily and weekly basis.
<u>ENQUIRIES</u>	:	Ms. J Links Tel No: (018) 388 4675
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment16@nwpg.gov.za
<u>POST 34/261</u>	:	<u>ADMINISTRATIVE CLERK: PUBLIC PARTICIPATION REF NO: NWP/OOP/2026/49</u>
		Job Purpose: To provide clerical support services in the Public Participation component
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 and/or equivalent qualification as recognized by SAQA and be computer literate. Knowledge, Skills and Competencies: Knowledge of the legislation/policies/prescripts and procedures in the Public Service, Customer care and public administration, Understanding of national, provincial and local government structures and relations, Sound knowledge of community structure, Programme and project management. Customer care and public administration, Understanding of national, provincial and local government structures and relations, Sound knowledge of community structures, Programme and project management. Ability to work under pressure and meet deadlines, Ability to work with all spheres of government and other stakeholders. Minute taking and report writing included.
<u>DUTIES</u>	:	Provide administrative support for public participation programmes. Coordinate public meetings, outreach campaigns and stakeholder engagements. Compile attendance registers, agendas and minutes. Maintain stakeholders and community databases. Assist in the implementation of community participation projects. Prepare reports and correspondence related to public participation activities. Liaise with communities, ward committees, government departments and other stakeholders. Maintain records and filing systems for public participation activities.
<u>ENQUIRIES</u>	:	Ms. J Links Tel No: (018) 388 4675
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment17@nwpg.gov.za

<u>POST 34/262</u>	:	<u>SECRETARY: YOUTH ADVOCACY COORDINATION REF NO:</u> <u>NWP/OOP/2026/50</u> Job Purpose: To provide secretarial services to the Director of Youth Advocacy Coordination development
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 and/ or equivalent qualification as recognised by SAQA Knowledge, Skills and Competencies: Understanding of government procurement procedures, Secretariat and administrative work, organisational knowledge and understanding and Computer application knowledge. Administrative and organisational skills, Document /record management, Oral and written communication skills, Procurement of goods and services, typing, bookkeeping and filing skills and Time management.
<u>DUTIES</u>	:	Provides Secretariat support services to the Director; Incoming mail received, recorded manually and filed within 1 day, Outgoing mail recorded, filed and dispatched within 1 day and manage the diary of the Director by updating Director's diary every day and send email as reminder to Director. Provide clerical support services to the Director; Manage meeting logistics by sending out meeting schedules, quarterly locate and book venues within 2 weeks, send out invitations before the meeting and take minutes of meetings and distribute minutes within 1 week of meeting for input. Provide support to the Director regarding meetings, arrange accommodation for the Director, Complete S&T claims for the Director, manage the reception area and procurement of goods and services in the Directorate. Draft the Director's weekly plan every Friday.
<u>ENQUIRIES</u>	:	Ms. K.G Nkate Tel No: (018) 388 3025
<u>APPLICATIONS</u>	:	E-Mail: ooprecruitment18@nwpg.gov.za