

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativity (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications.

<u>APPLICATIONS</u>	:	Submitted via post to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag x90, Mmabatho, 2735 or hand deliver to Human Capital Management, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho or email to ACSRJOBS@nwpg.gov.za . When you submit by email, please put the reference number and post job title in the subject line. The reference number should be indicated on the application. If you apply for more than one (1) post, please submit separate applications for each post that you apply for.
<u>FOR ATTENTION</u>	:	The Director: Human Capital Management
<u>CLOSING DATE</u>	:	16 May 2025
<u>NOTE</u>	:	Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.gov.za Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 19 of 2022 on Part E, F and G: Noting that there is limited space provided on Z83, often indicate "refer to Curriculum Vitae as attached" and provides the required information but the statement that relate to prevent re-appointment Part E must be answered. Failure to provide information on CV as requested the applicant may be disqualified. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Note: Candidates who previously applied for re-advertised posts are encouraged to re-apply. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. NB: These are fixed term contracts ending on the 31st of March 2027, which may reviewed annually based on performance and availability of funds.

OTHER POSTS

<u>POST 14/154</u>	:	<u>LIBRARIAN: COMMUNITY LIBRARIES</u> (Re-Advertisement)
<u>SALARY CENTRE</u>	:	R325 101.per annum per annum Plus 37% In Lieu Of Benefits (Level 7) Ngaka Modiri Molema District: Ramotshere Moiloa Local Municipality: Motswedi Library: Ref. No 2025/ACSR01/NW (X1 Post), Mahikeng Local Municipality: Mahikeng Library: Ref. No 2025/ASCR02/NW (X1 Post)

	Dr Ruth Segomotsi Mompoti District: Kagisano Molopo Local Municipality: Morokweng Library: Ref. No 2025/ACSR03/NW (X1 Post) Tlapeng Library: Ref. No 2025/ACSR04/NW (X1 Post)
<u>REQUIREMENTS</u>	: National Diploma/ Degree in Library and Information Studies or relevant equivalent qualification. Good interpersonal relations skills. Computer literacy.
<u>DUTIES</u>	: Manage day-to-day operations of the library. Render library user services. Manage library collection. Circulation of library material. Plan and implement reading awareness programmes. Supervision of subordinates.
<u>ENQUIRIES</u>	: Mmabatho Head Office: Mr L Segone, tel. (018) 388 3968 Ngaka Modiri Molema District: Mr. Letsogo Mapholo, tel. (084) 411 9341 Dr Ruth Segomotsi Mompoti District: Mr J. Govender, cell: 072 291 6306
<u>POST 14/155</u>	: <u>LIBRARIAN: COMMUNITY LIBRARIES (REF NO: 2025/ACSR05/NW)</u>
<u>SALARY CENTRE</u>	: R325 101.per annum per annum Plus 37% In Lieu Of Benefits (Level 8) KgetlengRivier Local Municipality: Reagile Library
<u>REQUIREMENTS</u>	: National Diploma/ Degree in Library and Information Studies or relevant equivalent qualification. Good interpersonal relations skills. Computer literacy.
<u>DUTIES</u>	: Manage day-to-day operations of the library. Render library user services. Manage library collection. Circulation of library material. Plan and implement reading awareness programmes. Supervision of subordinates.
<u>ENQUIRIES</u>	: Mmabatho Head Office: Mr L Segone, tel. (018) 388 3968 Bojanala District: Ms. Ronell Van Vollenhoven, tel. (014) 538 0149
<u>POST 14/156</u>	: <u>HEAD LIBRARIAN (REF NO: 2025/ACSR06/NW)</u>
<u>SALARY CENTRE</u>	: R397 116 per annum per annum Plus 37% In Lieu Of Benefits (Level 8) Dr Ruth Segomotsi Mompoti District Kagisano Molopo Local Municipality: Ganyesa Library
<u>REQUIREMENTS</u>	: National Diploma/ Degree in Library and Information Studies or relevant equivalent qualification. Good communication skills. Supervisory skills. Computer literacy.
<u>DUTIES</u>	: Manage library operations, collections, facilities and programmes within library services. Monitor and evaluate library services in the municipality. Coordinate and manage library awareness and promotion of a reading culture in the community. Manage budget and expenditure on library operations, collections, facilities and programmes within the local municipality. Participate in and support library forums and library stakeholders. Supervise and manage staff in community libraries within the local municipality. Perform supply chain management functions.
<u>ENQUIRIES</u>	: Mmabatho Head Office: Mr L Segone, tel. (018) 388 3968 Dr Ruth Segomotsi Mompoti District: Mr J. Govender, cell: 072 291 6306

DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

<u>APPLICATIONS</u>	: Applications quoting relevant reference, should be forwarded as follows: Provincial Office, Private Bag X 2068, Mmabatho, 2735. Lehurutshe/Zeerust Hospital Complex The Chief Executive Officer, Lehurutshe/Zeerust Hospital, Private Bag x 1326, Zeerust, 2865, must be forwarded to: Healthjobs@nwpg.gov.za or can be hand delivered at the Main Registry, Ground Floor at New Office Park Building, Cnr Sekame and First Street, Mafikeng
<u>FOR ATTENTION</u>	: Ms K Monne, Provincial Office
<u>CLOSING DATE</u>	: 16 May 2025
<u>NOTE</u>	: The Department requests applicants to apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive CV only (with detailed previous experience). Failure to do so will result in your application being disqualify. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all