

**PROVINCIAL ADMINISTRATION: NORTH-WEST
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho. All attachments for online must including the Z83 and CV only be in PDF format only as one document, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.
- CLOSING DATE** : 30 May 2025 at 16H00(walk-in) and 00.00 mid-night(online)
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer, and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts. 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. 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 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 C 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 department 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. Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. Candidates who previously applied during the initial advertisement of the positions need not re-apply.

OTHER POSTS

- POST 16/372** : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION: PREMIER**
SUPPORT REF NO: NWP/OOP/2025/36
Re-advert
- SALARY** : R896 436 per annum (Level 11), (all-inclusive package)
- CENTRE** : Mmabatho
- REQUIREMENTS** : A three-year National Diploma in administration/ public administration and/or equivalent qualification at NQF level 6. 5 years experience applicable to the relevant discipline of which 3 years should be at Assistant Director Level. Valid driver's license. Knowledge: Broad knowledge and understanding of the

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| | | functional areas covered by the Executive Authority's portfolio, Proven management competencies, Working knowledge of the political and parliamentary processes in South Africa. Computer literacy, Flexibility, Verbal and written communication skills and Interpersonal relations. Analytical thinking, Leadership, Teamwork, Ability to work under pressure, Proven management competencies, Understanding of the Public Service Regulations and related prescripts. |
| <u>DUTIES</u> | : | Manage the administrative and coordination activities within the office of the Executive Authority. Liaise with internal and external role players regarding matters relating to the portfolio of the executive authority. Render a Cabinet/Executive Council support service to the Executive Authority. Supervise employees in the private office. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr. T.H Botha Tel No: (018) 388 3 |
| | : | E-Mail: ooprecruitment8@nwpg.gov.za |
| <u>POST 16/373</u> | : | <u>ASSISTANT DIRECTOR: INVESTIGATION REF NO: NWP/OOP/2025/37 (X2 POSTS)</u> (Re-advert) Job Purpose: To provide and coordinate comprehensive investigation management services in the NWPG. |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R468 459 per annum (Level 09) |
| | : | Mmabatho |
| | : | A three-year National Diploma/ bachelor's degree in commerce and /or equivalent qualification .3 years relevant work experience. Must have extensive knowledge of Public Service Prescripts, time management skills, ability and willingness to work under pressure, adhere to prescribed time frames, good interpersonal, communication and presentation skills, and be computer literate. Candidate must be assertive, disciplined and have integrity, be of sound judgement, able to use discretion in dealing with secret and confidential matters and will be required to travel extensively. Have a valid driver's license. Knowledge, Skills and Competencies: Must have knowledge of Public Service prescripts, PFMA and Treasury Regulations and knowledge of relevant legislation and regulatory frameworks. Ability to conduct awareness training. Report writing skills. Communication skills both verbally and writing, ability to work independently and as part of a team. High level of integrity and ethical standards. Computer literacy. Time management Skills. Ability to work under pressure, be willing to travel extensively. Have a valid driver's license. |
| <u>DUTIES</u> | : | Conducting forensic related investigations by collecting documentation from clients for analysis. Maintenance of Forensic cases database. Management of stakeholders and liaison with other law enforcement agencies. Prepare and present reports/ evidence on cases investigated to supervisor. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. S. Mphahlo Tel No: (018) 388 4039 |
| | : | E-Mail: ooprecruitment9@nwpg.gov.za |
| <u>POST 16/374</u> | : | <u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: NWP/OOP/2025/38</u> (Re-Advert) Job Purpose: To facilitate financial planning, monitoring and reporting process |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R468 459 per annum (Level 09) |
| | : | Mmabatho |
| | : | Three-year national diploma/degree in Financial Management / Public Finance / Economics at NQF level 6 or equivalent qualification in the relevant field. 3 years' applicable experience to the relevant field of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Understanding and application of the following prescripts: Public Finance Management Act, Treasury Regulation, Knowledge of Public Services Act and Regulations, GRAP, Annual Financial Statement Guidelines (MCS & AMD), National Treasury Practice Notes, Provincial MTEF guidelines, Budget Circulars, Computer literacy skills in Excel, Word and PowerPoint and Reporting skills. Numeric Skills, ability of paying attention to detail, Ability to perform routine tasks, Financial and management accounting. Report Writing, Planning & Organizing, Good People Skills, Problem Solving, Communication (written and verbal). |
| <u>DUTIES</u> | : | Facilitate financial management policies, processes and procedure. Conduct medium- and long-term financial planning in line with the MTEF processes. |

Compilation of budget estimates, monthly forecasting, project planning and produce adjusted cash flow. Monitor and report on expenditure trends. Facilitate the provision revenue services. maintain departmental budget process; analyse and consolidate inputs received from the respective programme's MTEF budget, adjustment estimates and rollover of funds. Identify departmental priorities and projects in terms of the annual performance plan and conduct analysis thereof. Capture MTEF budget on budget database and in BAS. Capture adjustment estimates. Conduct project plan appraisals. Prepare report required for monitoring of the departmental budget; analyse and consolidate departmental annual cash flow projections. analyse and consolidate departmental IYM report including variance explanations. Manage budget and expenditure misallocations. Ensure that approved shifts and virements are captured accurately in BAS, IYM and expenditure reports. Prepare budget oversight and related reports. Prepare appropriation statements as input to the financial statements. Monitor and report on project progress. provide budgetary support service to the department; Provide departmental budgetary support, analysis, advice and guidance. analyse and respond to budget related enquiries. Facilitate budget bilateral and training on budget related issues. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all the sub-ordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management and safekeeping of assets in the official's area of responsibility.

ENQUIRIES
APPLICATIONS

: Mr. N Rapoo Tel No: (018) 388 2516
: E-Mail: ooprecruitment10@nwpq.gov.za

POST 16/375

: **OFFICE MANAGER: DDG: PLANNING PERFORMANCE MONITORING**
EVALUATION AND INTERVENTION REF NO: NWP/OOP/2025/39
Job Purpose: To manage the office of the Deputy Director General PPMEI

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum (Level 09)
: Mmabatho
: Three-year national diploma in Office Management/ Administration or related field at NQF level 6 and/or equivalent qualifications. 3 years relevant experience of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Extensive knowledge of public service regulations and Prescripts. Knowledge of PFMA and Supply chain management process. Planning and organizing, Communication skills, Interpersonal relations, Report writing and office management. Ability to operate and apply computer skills: PowerPoint, Excel and Ms Word, Internet and Outlook.

DUTIES

: Provide support to the Deputy Director-General. Manage employees in the Office of the Deputy Director-General. Manage general support services in the Office of the Deputy Director-General. Manage the budget of the Office of the Deputy Director-General. Document management and management of Office correspondence.

ENQUIRIES
APPLICAQTIONS

: Mr. J. Maweela Tel No: (018) 388 2696
: E-Mail: ooprecruitment6@nwpq.gov.za

POST 16/376

: **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
REF NO: NWP/OOP/2025/40
Job Purpose: To provide administrative Supply Chain services

SALARY
CENTRE
REQUIREMENTS

: R397 116 er annum (Level 08)
: Mmabatho
: Three-year appropriate tertiary qualification at NQF level 6 and/ or equivalent relevant qualifications. 2 years' experience applicable to the relevant discipline of which 1 year should be at supervisory experience. Knowledge, Skills and Competencies: Knowledge and understanding of Government Supply Chain Management related policies, Computer Literate, Good analytical and presentation skills, Self - management and motivation, Knowledge on the relevant legislation policies/ prescripts and procedures and Basic knowledge on financial administration. Good telephone etiquette, Sound organisational Skills, Good people skills and Basic written communication skills.

DUTIES

: Supervise the Provision of general Supply Chain Management clerical support services; Oversee recording organising, storing, capturing and retrieving of correspondence and data. Ensuring that registers and statistics are updated. Handling routine enquiries. Make photocopies and receive or send facsimiles.

Ensuring Distribution of documents/packages to various stakeholders as required. Typing letters and /or correspondence when required. Maintaining the incoming and outgoing document register of the component. Supervise the Provision of supply chain clerical support services within the component; ensure liaising with internal and external stakeholders in relation to procurement of goods and services. Ensure Obtaining of quotations, complete procurement forms for the purchasing of standard office items. Monitoring Stock control of the office stationery. Ensuring maintaining of asset register of the component. The Provision of personnel administration support services within the Component; Maintaining a leave register for the component. Oversee maintenance of personnel records in the component. Oversee maintenance of \attendance register of the component. The Provision of administration support services in the component; Oversee Capturing and updating of expenditure in the component. Quality Assurance on subsistence and travel claims of officials and submit to manager for approval. Monitor the handling of telephone accounts for the component. Human Resource Management. Handling of Job Descriptions; Management of Performance Agreement; Monitoring of Employee Performance.

ENQUIRIES
APPLICATIONS

: Mr. L. Mathe Tel No: (018) 388 4240
: E-Mail: ooprecruitment11@nwpg.gov.za