

<u>DUTIES</u>	:	Provides secretarial and receptionist support services in the Office of the Deputy Director General. Manage the DDG's schedule of appointments and meetings. Render general administrative support services. Provides support to the DDG regarding meetings. Manage DDG's office budget. Manage the DDG's travel arrangements and handle all correspondence. Keep abreast with 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 APPLICATIONS</u>	:	Ms TM Mooketsi Tel No: (018) 388 4277
	:	E-Mail: ooprecruitment17@nwpg.gov.za
<u>POST 39/311</u>	:	<u>PERSONAL ASSISTANT: SERVICE DELIVERY MONITORING AND INTERVENTION REF NO: NWP/OOP/2025/69</u>
		Job Purpose: To render a secretariat support service to the Chief Director.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Mmabatho
	:	Three-year tertiary qualification in management assistant at NQF level 6 and/ or equivalent qualifications. 2-3 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of Prescripts / Policies. Good Communication (verbal and written) skills, excellent customer relations skills, good telephone etiquette, computer skills, problem solving skills, report writing skills and interpersonal skills. Must have the ability to take initiatives and work independently, under pressure and long hours. Knowledge of financial administration and Project Management.
<u>DUTIES</u>	:	Provides 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. Provides support to the DDG regarding meetings. Manage Chief Director's office budget. Manage the Chief Director's travel arrangements and handle all correspondence. Keep abreast with 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. Conduct research when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. A.J Mothupi Tel No: (018) 388 5735
	:	E-Mail: ooprecruitment18@nwpg.gov.za
<u>POST 39/312</u>	:	<u>HARDWARE TECHNICIAN REF NO: NWP/OOP/2025/70</u>
		Job Purpose: To offer day to day ICT technical support to all users of NWPG
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Mmabatho
	:	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. Drivers 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 Leadership and presentation. Team player and self- motivated.
<u>DUTIES</u>	:	Support the provincial network infrastructure. Implementation of software, application, configuration and network changes (Release Management). Support the desktop, laptop, printers and automation function. 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 APPLICATIONS</u>	:	Ms. L Mofela Tel No: (018) 388 4033
	:	E-Mail: ooprecruitment19@nwpg.gov.za