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CORPORATE SERVICES

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E-mail: SegoleL@nwpq.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT NORTH WEST: PROVINCIAL GOVERNMENT

POST: DIRECTOR HUMAN CAPITAL MANAGEMENT: Ref No: SD/1/1/25/E

CHIEF DIRECTORATE: CORPORATE SERVICES

DIRECTORATE: HUMAN CAPITAL MANAGEMENT

SALARY: Remuneration package of R1 266 714, 00 per annum (SL 13). The Inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement within three months of appointment and sign employee contract.

CENTRE : PROVINCIAL OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 Certificate. An undergraduate Bachelor's Degree NQF level 7) in Human Resource Management / Public Administration / Public Management / Human Resource and Industrial Psychology as recognised by SAQA with five (5) years' extensive working experience in HCM at the Middle Management level. Nyukela certificate is required for all SMS positions before appointment (Certificate for entry into the senior management service from the National School of Government). Client focused HR Strategist. A thorough understanding of policy formulation and coordination. Proven experience in or thorough understanding of the social development system/sector. A good background in turnaround and change management strategies. Experience in and insight into legislation that impacts on human resource practices and procedures. Knowledge of Government systems (PERSAL). A valid driver's license. **COMPETENCIES:** A results-driven, customer-focused approach, with excellent planning, organisational communication (written and verbal) and presentation skills. Analytical and innovative thinking. Knowledge of human and financial resource management. Good computer literacy in the Microsoft Office suite (Word, Excel and PowerPoint). The ability to work in highly pressured environment and driven by a sense of urgency to meet deadlines. Leadership skills. Research and policy formulation. Presentation and facilitation skills. Executive report-writing skills. People management. Financial management. Strategic planning. Project management. Change and knowledge management. Negotiation skills. **DUTIES:** Provide leadership and strategic direction in the Directorate. Ensure the provision of comprehensive organisational development support. Manage and co-ordinate the implementation of departmental transformation programmes. Co-ordinate and integrate the service delivery programmes of the Department. Manage and utilise resource practice and administration. Manage overall employee relations. Develop and manage employee health and wellness. Manage and co-ordinate human capital planning, salaries and information systems services that support the departmental strategy. Design and manage strategic human resource training and development services. Manage and utilise resources in accordance with relevant directives and legislation.

Enquiries: Mr TPL Mosieleng , Tel No : 018 388 1958/3787

E-Mail: SegoleL@nwpq.gov.za

POST: DEPUTY DIRECTOR – GENDER AND TRANSFORMATION: Ref No: SD/1/2/25/E

CHIEF DIRECTORATE: CORPORATE SERVICES

DIRECTORATE: HUMAN CAPITAL MANAGEMENT

SALARY: Remuneration package of R896 436,00 per annum (SL 11). The Inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE: PROVINCIAL OFFICE- MAHIKENG

REQUIREMENTS: Grade 12 Certificate or equivalent. Advanced Diploma/ Bachelor's Degree (NQF level 7) qualification in Public Management / Public Administration / Social Science as recognised by SAQA coupled with five (5) years relevant experience in Gender Focal Point & Diversity Management of which three (3) years should be Assistant Director level. A valid driver's license. **KNOWLEDGE:** Project Management. Understanding of government's broader transformation of policies and initiatives. Knowledge of promoting Human Rights. Knowledge of Gender and Disability Mainstreaming. Knowledge of Moral Regeneration and Social Cohesion. **SKILLS:** Computer Literacy (MS Word, Excel, Power Point). Report Writing. Change Management. Good stakeholder engagement skills. **DUTIES:** Manage and coordinate internal educational awareness campaigns for designated groups therefore women, children, youth, older person and persons with disabilities, financial workshops, career guidance and any other awareness related to safety of people in support of Human Rights

Priority Programmes. Coordinate submission of reports on employment to reach 50% of women in Senior Management Services and 2% in the employment of people with disability. Develop plans and coordinate reports on implementation of gender Equality Strategic Framework, Job Access Strategic Framework, HoD's 8 principle Action Plan and report on harassment in the workplace. Participate in commemoration of international and national days as per calendar events. Provide sound strategic leadership and Direction. Manage the Sub-Directorate.

Enq: Mr PM Mosadi: Tel No : 018 3883578/1660

E-Mail address: SegoleL@nwpq.gov.za

POST: SENIOR LEGAL ADMINISTRATION OFFICER –MR 6 : REF NO. : SD/1/3/25/E

CHIEF DIRECTORATE: CORPORATE SERVICES

DIRECTORATE: LEGAL SERVICES

SALARY: R586 956,00 per annum (OSD Package)

CENTRE: PROVINCIAL OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 Certificate or equivalent. LLB Degree NQF Level 7 as recognised by SAQA. At least eight (8) years appropriate post qualification legal experience. Extensive experience at Supervisory level in Civil Litigations, legislative drafting, drafting of legal opinions, labour relations practices in the Public Service, contract drafting and interpretation. Valid driver's license and willingness to travel. **KNOWLEDGE:** Sound knowledge of the legislative frameworks that governs the operations of the public services environment. A sound knowledge of on the drafting of legislations and regulations. A sound knowledge on the interpretation of statutes and regulations and other legal instruments. A sound knowledge on formulating legal advice and opinions in relation to legislations and regulations. A comprehensive knowledge on the process of legislative drafting. A comprehensive knowledge on the drafting and interpretation of policies. **SKILLS:** Good interpersonal relations. Report writing. Case investigation and project management skills. Good conflict resolutions and mediation skills. Computer literacy. Ability to work in a team as well as independently. Communication skills. Ability to conduct research on legislative and civil litigation processes.

DUTIES: Study the impact and implications of Legislations and Regulations and advice the Department accordingly. Examine the various forms of Legislations and Regulations that impact upon the Department and determine whether there is a need to amend or repeal same. Interpret, draft and/or facilitate the amendment or repeal of laws and subordinate legislations. Drafting of legal advice and opinions in relation to legislations and regulations. Manage the legislative review process in collaboration with the State Law Advisers. Edit and certify legislations in collaboration with the State Law Advisers Office. Render legal support services in respect of litigation matters for and against the Department. Furnish legal advice and opinions on litigation matters that affect the Department. Perform generic management functions.

ENQ: MR T Ntuane: Tel no. 018 3882010

E-Mail address: SegoleL@nwpq.gov.za

POST: SOCIAL WORK MANAGER GRADE 1 (X2): NGAKA MODIRI MOLEMA DISTRICT AND BOJANALA DISTRICT: Ref No: SD/ 01/4/25/E

CHIEF DIRECTORATE: DISTRICT COORDINATION AND INSTITUTIONAL SUPPORT MANAGEMENT

SALARY: Remuneration package of R970 686.00 per annum (OSD Package). The Inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE: NGAKA MODIRI MOLEMA DISTRICT OFFICE (Mahikeng) AND BOJANALA DISTRICT OFFICE (Rustenburg)

REQUIREMENTS: Grade 12. An appropriate recognized Bachelor's degree in Social Worker. A minimum of 10 years' recognizable experience in Social Work. Current proof of registration with South African Council for Social Services Professionals (SACSSP) (proof of registration submitted when shortlisted). 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. **DUTIES:** 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 with regard to 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 with new development in the Social Work and management fields and continuous professional development through inter-sectoral collaboration, stakeholder management and ensure that the department contributes to integrated services delivery.

ENQUIRIES: Mr KI Kgobe, Tel: 018 388 5719

E-Mail: SegoleL@nwpq.gov.za

POST: ASSISTANT DIRECTOR ACQUISITION MANAGEMENT: Ref No: SD/ 1/5/25/I

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

SALARY: R468 459.00 per annum (SL 9)

CENTRE: PROVINCIAL OFFICE- MAHIKENG

REQUIREMENTS: Grade 12 Certificate coupled with National Diploma or Degree (NQF Level 6/7) in Supply Chain Management / purchasing/ Bachelor of Commerce. Minimum of 3-5 years' recognizable experience in Acquisition Management of which 3 must be at a supervisory level. Valid Driver's license. Knowledge relevant legislation and policies, PFMA, Treasury Regulations. Knowledge of BAS and WALKER Systems. **DUTIES:** *Ensure compliance to PFMA, Treasury Regulations and national/ Provincial SCM policies issued in terms of government regulations. Develop, implement and monitor acquisition policies, procedures and process in line with SCM prescripts. Manage the development and maintenance of database of service providers and ensure compliance with Central Supplier Database (CSD), e-tender portal system and provincial SCM prescripts requirements. Monitor contracts, supplier performance and compile acquisition monthly reports. Manage the department bid administration and ensure compliance to legislative prescripts governing SCM. Supervise the activities of subordinates. Perform any other duties as directed.*

ENQUIRES: MS GA Mogwai , Tel No 3882798/2796

E-Mail: SegoleL@nwpq.gov.za

POST: ASSISTANT DIRECTOR MONITORING AND EVALUATION: Ref No: SD/1/6/25/I

CHIEF DIRECTORATE: CORPORATE SERVICES

DIRECTORATE: STRATEGIC PLANNING POLICY RESEARCH MONITORING AND EVALUATION

SALARY: R 468 459.00 per annum (Level 9)

CENTRE: PROVINCIAL OFFICE - MAHIKENG

REQUIREMENTS: Grade 12. National Diploma or Degree in Public Administration / Public Management / Bcom Economics / Accounting. Specialization or Major Course in Monitoring and Evaluation will be an added advantage. 3-5 years' experience in the field of Monitoring and Evaluation of which 3 years must be at supervisory experience. A valid driver's license. **COMPETENCIES:** Computer literacy. Sound organizational interpersonal skills. Ability to work effectively and efficiently under pressure in order to meet deadlines with limited supervision. Supervisory skills and the ability to work in a team would be an added advantage. **DUTIES:** Compile and analyse Departmental monthly, quarterly and Annual Reports as per Treasury regulations. Conduct performance information verifications and validations. Facilitate and coordinate the Departmental Performance Reviews. Capture non-financial data on the Provincial Information Management System and EQPR System. Develop and implement the Monitoring and Evaluation Framework. Conduct and Coordinate Departmental Evaluation Projects. Compile NPO quarterly reports, analyse NPO data, monitor and conduct site visits for NPO's. Review NPO monitoring reports from programmes and monitor Departmental operational plans. Coordinate M&E forum meetings on operational plans as well as Departmental Quarterly performance reviews. Develop Action Plans and Operational Plans and PIA findings.

ENQUIRES: Dr LM Gasealahwe , Tel: 018 388 2556

E-Mail: SegoleL@nwpq.gov.za

POST: ASSISTANT DIRECTOR FRAUD PREVENTION: Ref No: SD/1/7/25/I

CHIEF DIRECTORATE: CORPORATE SERVICES

DIRECTORATE: RISK MANAGEMENT

SALARY: R 468 459.00 per annum (Level 9)

CENTRE: PROVINCIAL OFFICE - MAHIKENG

REQUIREMENTS: Grade 12/Matric .B Com Law/ LLB/ Auditing/ Risk Management. 3- 5 years' experience in Risk Management field and investigations of which 2 years must be at supervisory level. 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. **DUTIES:** Implement and maintain anti-fraud and corruption policies and procedures. Conduct fraud and corruption investigations. Promote and conduct anti-fraud and corruption awareness campaigns. Liaise with relevant stakeholders with regard to anti - fraud and corruption matters. Manage Human and Financial Resources.

ENQUIRES: Ms. R. Phogojane, Tel: 018 388 2905

E-Mail: SegoleL@nwpq.gov.za

POST: ASSISTANT DIRECTOR ETHICS MANAGEMENT: Ref No: SD/1/8/25/I

CHIEF DIRECTORATE: CORPORATE SERVICES

DIRECTORATE: RISK MANAGEMENT

SALARY: R 468 459.00 per annum (Level 9)

CENTRE: PROVINCIAL OFFICE - MAHIKENG

REQUIREMENTS: Grade 12. B Com Degree in Risk Management, B Comm Law/ Auditing. 3- 5 years' experience in one of the following field: Ethics Management, Fraud Investigations and/or Fraud prevention, Risk Auditing, Risk Management, of which two years must be at Junior Management. Good understanding of the Public Service Act, Regulations, Public Finance Management Act (PFMA),Public Administration Management Act, Treasury Regulations,

PUBLIC SERVICE INTEGRITY MANAGEMENT FRAMEWORK. Computer Literacy (MS word, excel and PowerPoint). A valid driver's. **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. **DUTIES:** Implement Ethics Policies and Strategies. Management of financial disclosures of SMS and other designated officials. Manage remunerative work outside public service and gift registers. Promote integrity and ethical behaviour in department; Advise employees on ethical matters. Investigate where unethical behaviour is identified and maintain the database. Implement awareness programmes to educate officials on ethics, good governance and anti-corruption measures. Overall office resource management (financial, human, assets, material).

ENQUIRES: Ms. R. Phogojane Tel: 018 388 2905/1608

E-Mail: SegoleL@nwpq.gov.za

POST: ASSISTANT DIRECTOR FINANCIAL ACCOUNTING: REF. NO: SD/1/9/25/I

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION

DIRECTORATE: FINANCIAL ACCOUNTING

SALARY: R468 459.00 per annum (SL 9)

CENTRE: PROVINCIAL OFFICE - MAHIKENG

REQUIREMENTS: Grade 12. Advanced Diploma / Bachelor Degree / National Diploma in Financial Accounting / Management Accounting/Internal Auditing /Financial Management. Three (3) to Five (5) years' experience in Public Service Financial Accounting environment of which 3 years must be at supervisory level. Persal System and BAS certificates should be attached and a valid driver' licence. **KNOWLEDGE:** Knowledge of the PFMA, Treasury Regulations, BAS, Modified Cash Standard (MCS) & Accounting Manual for Departments (AMD), Auditing and Financial reporting. **SKILLS:** Numerical skills, Problem solving skills, Planning and organizing 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. **DUTIES:** Coordinate and administer salary allowances and deductions. Administer SARS related matters. Administer financial salary transactions on Persal System and BAS System. 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. Assist in developing a project plan for monthly, quarterly and Annual Financial Statements. Review the monthly general ledger reconciliations against the trial balance and supporting documentation. Identify any discrepancies on the general ledger reconciliations and propose corrective actions. Assist in managing the audit process and other requests for accounting and reporting. Assist in clearing audit queries and facilitate the development and implementation of audit action plans. Ensure the implementation of measures for improving financial reporting (AFS and IFS). Execute interdepartmental claims timeously. Supervise personnel

Enquiries: Ms TH Nodali Tel. 018 3882377

E-Mail address: SegoleL@nwpq.gov.za

POST : ASSISTANT DIRECTOR PHYSICAL INFRASTRUCTURE AND PLANNING: REF NO: SD/1/10/25/I

CHIEF DIRECTORATE: CORPORATE SERVICES

DIRECTORATE: INFRASTRUCTURE AND PLANNING

SALARY : R468 459.00 PER ANNUM (SL 9)

CENTER : PROVINCIAL OFFICE - MAHIKENG

REQUIREMENTS: A minimum of a B-Tech in any of the Built Environment disciplines. Registration with the relevant professional councils (Candidate or Professional) will be an added advantage. A valid Driver's license.

Experience: 3 -5 years appropriate experience. Experience in managing both capital and maintenance projects, social facilitation, community and stakeholder liaison (clients / stakeholders). Experience in conflict management

KNOWLEDGE: Public Service Act. Public Service Regulations. Labour Relations Act. Public Service Resolutions. Public Service Delivery Documents. Performance Management Development System. Construction Manual. Knowledge of government policies and planning systems. Construction projects .Ribbon Development Act. Public Finance Management Act. Occupational Health and Safety Act. **SKILLS:** Good communication and interpersonal relations. Analytical and problem solving. Negotiations and conflict resolution. Creative and innovative. Ability to work independently and under pressure. Ability to interact with stakeholders on various levels. Sound report writing. Presentation skills. **DUTIES:** Managing implementation of both capital and

maintenance projects, ensuring that all stages of the FIDPM (Framework for Infrastructure Delivery Procurement Management) are adhered to in the implementation of projects. Compiling specifications for routine maintenance and verifying specifications compiled by works inspectors. Financial planning of both capital and maintenance projects including monthly reporting on all projects allocated. Managing the departmental leased portfolio by ensuring that landlord adhere to the terms of the lease agreements. Manage the activities of contractor on project sites. Plan and monitor the implementation of condition assessments for buildings infrastructure. Assist in the implementation of projects including contract management in line with budgets, timeframes and quality standards. Prepare and present progress reports. Manage day-to-day operational aspects of a project..

Enquiries: Mr O Kgobokoe: Tel No: 018 388 1625

E-mail: SegoleL@nwpq.gov.za

POST: ASSISTANT DIRECTOR INTERNAL CONTROL AND COMPLIANCE: REF. NO: SD/1/11/25/E

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION

DIRECTORATE: INTERNAL CONTROL**SALARY: R468 459.00 per annum (SL 9)****CENTRE: PROVINCIAL OFFICE - MAHIKENG**

REQUIREMENTS: Grade 12. National Diploma / Bachelor Degree in Financial Accounting / Management Accounting/Internal Auditing /Financial Management. Three 3-5 years' experience in Public Service Financial Accounting environment of which 3 years must be at supervisory level. Knowledge of Risk Management, Internal Control strategies /frameworks/ policies. Completion of the General Internal Auditing (including IAT learnership – 3 years) learnership from the IIA plus 2-year internal audit experience PERSAL System and BAS certificates should be attached and a valid driver' licence.

KNOWLEDGE: Knowledge of the SCM Framework and Financial systems. Knowledge and understanding of PFMA, PPPFA, Treasury Regulations, Walker / BAS and other departmental policies, Modified Cash Standard (MCS) & Accounting Manual for Departments (AMD), Auditing and Financial reporting. **SKILLS:** Numerical skills, Problem solving skills, Planning and organizing 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. **DUTIES:** 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.

Enquiries: Ms S Isake, Tel No 018 388 1641/2480**E-Mail address: SegoleL@nwp.gov.za****POST: ASSISTANT MANAGER COMMUNITY DEVELOPMENT GR 1 X 3: Ref No: SD/ 1/12/25/I****CHIEF DIRECTORATE: DISTRICT COORDINATION AND INSTITUTIONAL SUPPORT MANAGEMENT****DIRECTORATE: NGAKA MODIRI MOLEMA DISTRICT AND DR RUTH SEGOMOTSI MOMPATI DISTRICT****SALARY: R602 361.00 per annum (OSD Package)****CENTRE: NALEDI SERVICE POINT x1, TAUNG SERVICE POINT X1, DITSOBOTLA SERVICE POINT X1**

REQUIREMENTS: An Appropriate Bachelor's Degree in Community Development/ Developmental Studies or related field. 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 organizing; 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. **DUTIES:** Coordinate the identification, facilitation, and implementation of integrated development interventions/ programs in partnership with other relevant stakeholders through effective and economic utilization 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 mobilization systems.

ENQUIRES: Mr KI Kgobe, Tel No 3885719**E-mail: SegoleL@nwp.gov.za****POST: ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT: Ref No: SD/ 1/13/25/I****CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT****DIRECTORATE: DR RUTH SEGOMOTSI MOMPATI DISTRICT OFFICE****SALARY: R468 459.00 per annum (SL 9)****CENTRE: DR RSM DISTRICT OFFICE**

REQUIREMENTS: A Bachelor's degree (NQF Level 6/7) Finance / Supply Chain Management/ Bachelor of Commerce qualification. 3-5 years' experience in Supply Chain environment of which 3 years must be at supervisory level. Extensive knowledge of the public sector procurement processes, rules and regulations. Sound understanding of the PFMA, PPPFA (of 2000), Treasury Regulations, Supply Chain Management (SCM) Policy and other related prescripts. A valid driver's license. **COMPETENCIES:** A results-driven, customer-focused approach, with excellent planning, organizational, communication (written and verbal) and presentation skills. Analytical and innovative thinking. Knowledge of human and financial resource management. Good computer literacy in the Microsoft Office suite (Word, Excel and PowerPoint) and accounting systems (BAS). The ability to work under pressure and deliver to tight deadlines. Leadership skills. Research and policy formulation. Analytical and innovative thinking. Communication skills (written and verbal). Presentation and facilitation skills. Executive report-writing skills. A results-driven, customer-focused approach, with excellent planning and organizing skills.

DUTIES: Ensure sound and strategic Supply Chain Management services and resources in the Department. Manage financial logistics, and Demand and Acquisition Services for the Department. Develop and implement effective systems aimed at improving service turnaround times. Comprehensively manage the procurement

system of the Department (e-Procurement/BAS). Assist in ensuring compliance with the policies and procedures of the Department. Ensure and manage the development of monitoring tools that conform to procurement standards and regulations. Effectively coordinate year-end closure and prepare working paper files for audit purposes. Work closely with client offices, other components within the Supply Chain Management units and service providers to ensure seamless service delivery. Effectively manage monthly reports on accruals and commitments. Ensure and manage effective and efficient SCM contractual obligations of the Department with other stakeholders. Provide training and support to subordinates, chief users and decentralized offices. Provide management information, statistics and reports to all relevant stakeholders. *Perform any other duties as directed.*

ENQUIRES: Mr KI Kgobe , Tel No 3885719

E-Mail SegoleL@nwpg.gov.za

POST: ASSISTANT DIRECTOR MISS: Ref No: SD/ 1/14/25/E

CHIEF DIRECTORATE: CORPORATE SERVICE

DIRECTORATE: SUPPORT SERVICES

SALARY: R468 459.00 per annum (SL 9)

CENTRE: HEAD OFFICE

REQUIREMENTS: Grade 12 Certificate plus National Diploma in Security Risk Management, Security and Advisory Course (SSA), Security Grade A (PSIRA) 3-5 years' experience in security management environment of which 3 years' experience is at supervisory level. Valid driver's license, required skills and Knowledge: Physical Security and Information Security measures. Security Principles and practices. Knowledge of MPSS and MISS., Problem solving and analysis. Decision making. Team leadership. Financial management, Communication skills, computer skills, people management, planning, organizing and conflict management. **DUTIES:** Assist in management of district security operations. Implement departmental security policy and procedures as well as Security Measures, eg MISS, MPSS etc, in head office and district offices. Develop and implement training and awareness programme with assistance. Interact with related and relevant authorities, i.e. South African Police services and State Security Agency Manage capacity of Security management, SAPS and SSA provincial office. Manage contracted in-house security service provider, monitor performance of security service provider as per service level agreement. Coordinate security logistic and prestige events. Coordinate security screening of Companies and vetting of Department of Social Development employees. Conduct security assessment and inspection in district offices. Manage physical security appraisals and information security audits. Advise and attend to the security breaches. Investigate related security cases. Supervision of Human Resource.

ENQUIRES: Ms M. Mampane, Tel No: 066 086 5885

E-Mail SegoleL@nwpg.gov.za

POST: ASSISTANT DIRECTOR HUMAN CAPITAL MANAGEMENT: Ref No: SD/ 1/15/25/I

CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT

DIRECTORATE: DR KENNETH KAUNDA DISTRICT OFFICE

SALARY: R468 459.00 per annum (SL 9)

CENTRE: DR KENNETH KAUNDA DISTRICT OFFICE

REQUIREMENTS: A Bachelor's degree or National Diploma in Human Resource Management or equivalent qualification. A minimum of 3-5 years' experience in human resource management of which 3 years must be at supervisory level. Computer literacy, presentation skills, planning and organizing, 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. A valid driver's license. **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: Mr KI Kgobe , Tel No 3885719

E-Mail SegoleL@nwpg.gov.za

POST: COMMUNITY DEVELOPMENT PRACTITIONER GR 1 X 9: Ref No: SD/ 1/16/25/I

CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT

DIRECTORATE: DISTRICTS AND SERVICE POINTS

SALARY: R278 169 per annum (Grade 1) OSD Package

CENTRE: MOSES KOTANE SERVICE POINT X1, MATLOSANA SERVICE POINT X3, JB MARKS SERVICE POINT X1, MAQUASSI HILLS SERVICE POINT X2, GRETAER TAUNG SERVICE POINT X1, TSWAING SERVICE POINT X1

REQUIREMENTS: Grade 12. An appropriate 3-year relevant qualification in Community Development / Development Studies or Social Science. Computer literacy. A valid driver's license. **DUTIES:** Implementation of legislation and policies to assist with interventions in wards where people interact with environments in order to promote self-empowerment. Conduct research relating to community development work. 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.

ENQUIRES: Mr KI Kgobe , Tel No 3885719

Email : SegoleL@nwpq.gov.za

POST: SOCIAL WORKER GR 1 X 9 : Ref No: SD/ 1/17/25/I

CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT

DIRECTORATE: DISTRICTS AND SERVICE POINTS

SALARY: R325 200 per annum (Grade 1) OSD Package

CENTRE: RUSTENBURG SERVICE POINT X2, GREATER TAUNG SERVICE POINT X3, DITSOBOTLA SERVICE POINT X2, TSWAING SERVICE POINT X1 AND KAGISANO MOLOPO X 1

REQUIREMENTS: Grade 12. Bachelor of Social Work that allows professional registration with the South African Council for Social Services Profession (SACSSP) as a Social Worker. Current proof of registration with South African Council for Social Services Professionals (SACSSP) (proof of registration submitted when shortlisted) Computer literacy. A valid driver's license. The following knowledge and skills are required for appointment: Understanding social dynamics, human behavior and social systems. Social Intervention and empowerment. Social support. Protecting vulnerable individuals. Understanding Social Work legislation. Communication (written and verbal). Team work and collaboration. Planning and organizing. Diversity Management. Understanding social work values and principles. **DUTIES:** 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.

Enquiries: Mr KI Kgobe , Tel No 3885719

Email : SegoleL@nwpq.gov.za

POST: SUPPLY CHAIN CLERK SUPERVISOR X 6: Ref No: SD/ 1/18/25/I

CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT

DIRECTORATE: DISTRICTS

SALARY: R325 101 per annum (SL 7)

CENTRE: MAHIKENG SERVICE POINT X 1, DR KENNETH KAUNDA DISTRICT X 1, MAMUSA SERVICE POINT X 1 , TAUNG OLD AGE HOME X 1, SONOP OLD AGE HOME X 1, REAMOGETSWE CYCC X 1

REQUIREMENTS: Grade 12. Bachelor Degree or National Diploma in Supply Chain Management / Commerce /Accounting or equivalent. 2-3 year's work experience in supply chain management. **Knowledge & Skills:** Job knowledge. Computer skills (SCM systems). Planning and organization. Interpersonal relations. Good verbal and written communication skills. Team work. *Ensure compliance to PFMA, Treasury Regulations and national/ Provincial SCM policies issues in terms of government regulations. Knowledge of Walker, BAS.* **DUTIES:** Maintain asset register. Bar coding of assets. Ensure compliance to Supply Chain and Asset Management policies. Compile monthly reconciliation reports. Assist to handle transfer and disposal assets. Procurement of goods and services in accordance of the procurement regulations. Control and issue vouchers. Supervise and render demand management clerical services. Supervise and undertake logistical support services. Ensure proper filling and safekeeping of documents. Management of personnel and resources.

ENQUIRES: Mr KI Kgobe , Tel No 3885719

Email : SegoleL@nwpq.gov.za

POST: PROFESSIONAL NURSE X 4: Ref No: SD/ 1/19/25/I

CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT

DIRECTORATE: DR RUTH SEGOMOTSI MOMPATI AND DR KENNETH KAUNDA DISTRICTS

SALARY: R324 384.00 per annum (OSD Package)

CENTRE: TAUNG OLD AGE HOME X2, JB MARKS TREATMENT CENTRE X2

REQUIREMENTS: A qualification that allows for registration with SANC as Professional Nurse. Appropriate or recognisable experience in nursing after registration with the SANC as Professional Nurse and proof of payment of annual fees for current cycle. 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. **DUTIES:** 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 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 (overtime/standby). Ensure the implementation of, and adherence to Patients' Rights Charter and Batho Pele principles. Manage medication. Monitor admission and discharge criteria. Ensure proper record-keeping. Ensure quality services delivery. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious groups.

ENQUIRES: Mr KI Kgobe, Tel No 3885719

E-mail: SegoleL@nwpq.gov.za

POST: CHILD AND YOUTH CARE TEAM LEADER X4: Ref No: SD/1/20/25/I

CHIEF DIRECTORATE: DISTRICT AND INSTITUTIONAL SUPPORT MANAGEMENT

SALARY: R 203 748.00 per annum (OSD Package)

CENTRE: MATLOSANA CHILD AND YOUTH CARE CENTRE

REQUIREMENTS: An appropriate NQF level 4 (Grade 12). Recognized FET Certificate/ Diploma (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. Proof of Current registration with the SACSSP council as Child and Youth Care worker. 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. **DUTIES:** Supervise Child & Youth Care Workers. Manage work performance development of supervisee. Oversee the admission and related activities of children and youth to the care 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 log books, medication registers, incident reports etc. Ensure the attendance registers are signed and kept up to date. Perform all the administration functions required by the job.

ENQUIRES: Mr KI Kgobe, Tel No 018 3885719

E-Mail: SegoleL@nwpq.gov.za

POST: CHILD AND YOUTH CARE WORKER GR 1 X 6 : Ref No: SD/1/21/25/I

CHIEF DIRECTORATE: DISTRICT AND INSTITUTIONAL SUPPORT MANAGEMENT

SALARY: An all-inclusive remuneration package of R 184 320.00 per annum (OSD Package)

CENTRE: JB MARKS TREATMENT CENTER X1, REAMOGETSWE CHILD AND YOUTH CARE CENTER X3, KHUSELEKA ONE STOP CENTER X1, RUSTENBURG SECURE CARE CENTRE X1

REQUIREMENTS: 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 organizing skills. Knowledge of relevant legislations, policies and procedures in Child and youth Care. Interpersonal and Leadership skills. Able to do shift work. **DUTIES:** Provide a secure, caring and therapeutic developmental programme for young people. Build positive relationship with young people. Render developmental work with young people and their families. Responsible for daily logging and report writing. Engage young people in developmental programmes. Ensure adequate supervision. Conduct life space interviews. Work within a multidisciplinary team to ensure the formulation and implementation of individual developmental plans for young people. Escort young people to hospital clinics and other referrals. Perform all the administration functions required by the job.

ENQUIRES: Mr KI Kgobe, Tel No 018 3885719

E-Mail: SegoleL@nwpq.gov.za

POST: SENIOR STATE ACCOUNTANT X 2: Ref No: SD/ 1/22/25/I

CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT

DIRECTORATE: DR RUTH SEGOMOTSI MOMPATI DISTRICT

SALARY: R397 116.00 per annum (Level 08)

CENTRE: KHUSELEKA AND DR RSM DISTRICT OFFICE

REQUIREMENTS: Bachelor's Degree or National Diploma in Commerce / Accounting or Auditing. 2-3 years' work experience within the field. **COMPETENCIES:** Knowledge of WALKER and PERSAL system. Clear understanding and application of PFMA and Treasury Regulations. Computer literacy. **DUTIES:** Assist in providing budgetary and expenditure control services and prepare related documentation to the Directorate. Ensure compliance with prescripts. Control, manage and execute the timely payment of all corporate services within the District or Institution. Implement effective actions and processes to ensure that deadlines are met. Supervise, train and guide all personnel reporting to you.

ENQUIRES: Mr KI Kgobe, Tel No 3885719

E-Mail: SegoleL@nwpq.gov.za

POST: SIGN LANGUAGE PRACTITIONER: Ref No: SD/ 1/23/25/I

CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT

DIRECTORATE: BOJANALA DISTRICT

SALARY: R325 101 .00 per annum (Level 07)

CENTRE: SONOP OLD AGE HOME

REQUIREMENTS: Grade 12. National Diploma in South African Sign Language Interpreting qualification as recognised by SAQA.), Certificate on SASL Interpreting – Level 2 of Interpreting. Must have at least four (2) years relevant experience in interpretation services. Appropriate linguistic qualification that allows registration with the South African Translators Institute (SATI) as a home for language professionals in South Africa.

COMPETENCIES: South African Sign Language Interpretation Theory (SASL). Knowledge of Deaf Culture. Candidate must be able to understand and communicate in English and any other dominant language in the province e.g Setswana. Highly proficient and ability to accurately interpret spoken languages in Setswana and English to South African Sign Language and vice versa. Able to accurately and idiomatically turn the message from the source language into the target language without any additions, omissions or other misleading factors that alter the intended meaning of the message from the speaker. Demonstrate excellent communication interpersonal and leadership skills, ability to work independently. Extensive knowledge of SASL interpreting. Code of Ethics or Ethical Code which embodies those values and sets out how interpreters are expected to behave. The candidate must be computer literate (Microsoft Word, Power Point and Excel) with basic knowledge of administration work, willingness to work irregular hours and able to work under pressure.

DUTIES: To provide SASL interpreting services to the Deaf employee. Interpret during meetings, trainings, workshops conferences and events. Doing telephone interpreting. Support and provide SASL interpreting services in the department to the Deaf community. Interpret for the deaf community during the departmental events such as conferences, summits and workshops. Interpreting for the deaf clients during consultation services organised by social workers at respective service points and districts. Interpret for the deaf organisation in the signing of Service Level Agreement and during monitoring meetings. To facilitate and create awareness in the department with the issues regarding SASL interpreting. Create awareness on the proper way of using SASL interpretation services. Give advice to the departmental staff on interpreting process. Perform administrative duties for the special needs directorate.

ENQUIRES: Ms D Cindi, Tel No 018 3884848

E-Mail SegoleL@nwpg.gov.za

POST: STATE ACCOUNTANT X 4: Ref No: SD/ 1/24/25/I

CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT

DIRECTORATE: DISTRICTS

SALARY: R325 101.00 per annum (Level 07)

CENTRE: NALEDI SERVICE POINT X 1, LEKWA TEEMANE X 1, MORETELE X 1, KGETLENG X 1

REQUIREMENTS: Bachelor's Degree or National Diploma in Commerce / Auditing or Grade 12 certificate plus a minimum of 2-3 years' experience in Accounting or Auditing. A Valid driver's license. **COMPETENCIES:** Knowledge and understanding of PFMA and Treasury Regulations. Computer literacy, Communication skills , report writing, interpersonal, presentation and assessment skills. Innovative and effective problem solving skills.

DUTIES: Assist in providing budgetary and expenditure control services and prepare related documentation to Provincial Office. Ensure compliance with prescripts. Control, manage and execute the timely payment of all corporate invoices in the District. Accurately allocate expenditure in the system. Prepare and capture payment requisitions. Pre authorize payments on the Basic Accounting System (BAS) and submit documents for final authorization. Control, manage and execute timely payment of all invoices in the District. Manage expenditure for subsistence and travelling, and other general expenses. Capture and process salary related allowances. Implement effective action plans and procedures to ensure that timelines for submissions are met. Supervise subordinates and resources.

ENQUIRES: Mr KI Kgobe, Tel No 3885719

E-Mail SegoleL@nwpg.gov.za

POST: SENIOR STATE ACCOUNTANT INTERNAL CONTROL: REF NO SD/1/25/25/I

DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION

SUB-DIRECTORATE: INTERNAL CONTROL

SALARY: R397 116.00 per annum (SL 8)

CENTRE: PROVINCIAL OFFICE - MAHIKENG

REQUIREMENTS: Grade 12. National Diploma , Bachelor's Degree (NQF Level 6/7) as recognised by SAQA in Internal Auditing /Financial Accounting / Management Accounting. 2-3 years relevant experience in a Financial Accounting/ Internal control/Internal Audit environment. Valid driver's Licence. **COMPETENCIES:** An In depth Knowledge and understanding of relevant prescripts and process governing public services such as PSR and PSA. Knowledge of Supply Chain prescripts and frameworks. Treasury regulations, PFMA, Financial Manuals.

Internal Control and Risk Management Methodologies & Strategies. Knowledge of management links of Government Financial Systems (BAS, PERSAL & WALKER). Policy development, interpretation and implementation. Computer literacy. Sound planning and organising skills. High level of reliability and commitment. Basic written and verbal communication skills. Excellent time management skills. Report writing and Presentation skills. **Duties:** Co-ordination of internal and external audits. Monitoring of Departmental Post Audit and PIA Action Plans. Ensure that there are tight internal control systems within the department. Facilitate process of prevention,

identification and addressing unauthorised, irregular, fruitless and wasteful expenditure (UIFWE) in the department. Monitoring of Non-profit Organisation funded by the Department. Record keeping and reporting. Supervise subordinates and resources.

ENQUIRES: Ms S Isake, Tel No 018 388 1641/2480

E-Mail: SegoleL@nwpwg.gov.za

POST: STATE ACCOUNTANT MANAGEMENT ACCOUNTING: Ref No: SD/ 2/26/23/I

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION

DIRECTORATE: MANAGEMENT ACCOUNTING

SALARY: R325 101.00 per annum (Level 7)

CENTRE: PROVINCIAL OFFICE (MAHIKENG)

REQUIREMENTS: Grade 12. Advanced Diploma /B Degree (NQF7) or equivalent qualification) with a major in Accounting/ Financial Accounting and Cost and Management Accounting up to third year level. A minimum of 2-3 years' relevant experience in the financial environment. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and Financial Management. Knowledge of other Public Service procedures and prescripts applicable to your area of work. A Valid driver's license (with exception of disabled applicants). **DUTIES** The successful candidate will be responsible for the following: Budget formulation-assist with the compilation and facilitating budget process (main budget and adjustment budget) in the Office. Monitor budget implementation (actual against budget)–monitor spending and receipts against expenditure and income budget respectively. Assist to consolidate and prepare supporting documents for completion of the budgeting processes (MTEF, ENE and AENE). Coordinate the process of monitoring of cash flow. Capture budget shifts and virements. Assist the process of the loading of budget (MTEF), adjustment budget estimates (AENE) and budget shifts/ virements on the BAS System. Compile and verify the accuracy of In-Year Monitoring (IYM) reports monthly and quarterly and submit to the supervisor and Manager for review. Adhere to ad-hoc requests from the Manager. Contribute to the preparation of the Interim Financial Statements and Annual Financial Statements. Supervise subordinates and resources.

Enquiries: Ms SP Maponya , Tel No: 018 3881507

E-Mail: SegoleL@nwpwg.gov.za

POST: SENIOR STATE ACCOUNTANT: Ref No: SD/ 1/27/25/I

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION

DIRECTORATE: FINANCIAL ACCOUNTING

SALARY: R397 116.00 per annum (Level 08)

CENTRE: PROVINCIAL OFFICE - MAHIKENG

REQUIREMENTS: Grade 12. National Diploma / B-degree in accounting / Auditing / Financial Management. 2-3 years' experience in the field of salaries environment. A valid driver's licence. **Competencies/Knowledge and skills:** Knowledge of relevant prescripts, PFMA, PSR and Treasury Regulations that governs public sector. Interpersonal. Computer literacy. Analytical skills. Time Management and Co-ordination skills. Honesty and Integrity. Presentation and report writing skills. Verbal and written communication skills. Ability to work in a team. A valid driver's license. **COMPETENCIES:** Knowledge of applicable policies, knowledge of relevant prescripts such as MCS, PFMA etc. Knowledge of BAS System; extensive knowledge of PFMA and DORA. Interpersonal. Computer literacy. Communication and interpersonal skills. Honesty and Integrity. Report writing skills. Ability to work in a team. **DUTIES:** Capturing and/or approval of salaries and S&T claims. Ensure that all deduction and allowance received are implemented on time. Authorise all deduction and allowance without any delay. Administer effective payroll/salaries management. Ensure that all tax reconciliations are prepared on time and submitted to SARS. Ensure that manual IRP5 are created on the system. Make sure that IRP5 are distributed on time and reprint by request. Ensure that payroll reconciliation prepared on time. Management of payroll certificates. Request reports monthly from BAS system for salary related control accounts. Perform monthly, quarterly and yearly BAS/PERSAL reconciliations. Assist with accruals and payables relating to salaries and S&T claims during preparation of Interim and Annual financial statements. Management of subordinates within the salaries unit.

ENQUIRES: Ms TH Nodali, Tel No 3882377/1565

E-Mail SegoleL@nwpwg.gov.za

POST: SENIOR ADMIN OFFICER OD AND SERVICE DELIVERY: Ref No: SD/1/28/25/I

CHIEF DIRECTORATE: CORPORATE SERVICES

DIRECTORATE: HUMAN CAPITAL MANAGEMENT

SALARY: R 397 116.00 per annum (Level 8)

CENTRE: PROVINCIAL OFFICE - MAHIKENG

REQUIREMENTS: Grade 12 Certificate coupled with Bachelor's Degree / Advanced Diploma in Public Administration / Public Management / Human Resource Management. At least 2-3 years' relevant experience in the field. A valid driver's License. **DUTIES:** Coordinate the development of Service Delivery Improvement Plans, Service Delivery Model and Service Charter. Conduct client survey and employee satisfaction survey. Conduct monitoring and evaluation of complaint and complement management system. Assist with the implementation of the ministerial directives on service delivery programmes. Implement and monitor Batho-Pele Principles programmes. Monitor compliance in districts, Institutions and service points. Conducting awareness on Batho-Pele Principles and service

standards. Implement a capacity building programme on Batho-Pele in the province. Supervise subordinates and resources.

ENQUIRES: Mr I Mokoena, Tel No: 018 388 2557
E-Mail SegoleL@nwpq.gov.za

POST: SENIOR PROVISIONING ADMIN OFFICER: LOGISTICS MANAGEMENT: Ref No: SD/ 1/29/25/I
CHIEF DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

SALARY: An all-inclusive remuneration package of R397 116.00 per annum (Level 08)

CENTRE: PROVINCIAL OFFICE

REQUIREMENTS: Grade 12 Certificate coupled with Advanced Diploma / Degree in Supply Chain Management /Logistics/purchasing/ Bachelor of Commerce. 2-3 years related Logistics Management experience. Valid Driver's license. Knowledge of relevant legislation and policies, PFMA, Treasury Regulations. Knowledge of BAS and WALKER Systems. **DUTIES:** *Ensure compliance to PFMA, Treasury Regulations and national/ Provincial SCM policies issues in terms of government regulations. Assist in the implementation and monitoring of logistics management policies, procedures and process in line with SCM prescripts. Assist in the coordination of the processing and requisitions of goods and services timeously. Assist in the safekeeping and distribution of goods. Coordinate the control of stock. Ensure timely processing of invoices. Compile monthly and quarterly reports. Supervise the activities of subordinates. Perform any other duties as directed.*

ENQUIRES: MS GA MOGWAI, Tel No 3882798/2796
E-Mail: SegoleL@nwpq.gov.za

Note: Applications must be accompanied by **IMPROVED Z83 Employment Form (81/971431)** obtainable from any Public Service Department and accessible on the DPSA website, www.dpsa.gov.za. The improved Z83 Form must be fully complemented in all areas signed and dated. Should the applicant use incorrect application form for employment (Z83), the application /s will not be considered for selection purposes (disqualified). Applicants are only submitting **Z83 and CV**, all other documents are submitted by shortlisted candidates only. A detailed Curriculum Vitae must clearly indicate the positions held, period in the position and key responsibilities with three contactable referees. All shortlisted candidates including the SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. 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. Candidates must indicate the number of the post/reference number in their applications and correct E-mail address per post. **On the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All attachments for Online Submission must include Only Z83 Form and Updated Curriculum Vitae be in PDF Format, as one document. Failure to do so, your application will be disqualified.** Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. OSD posts will be remunerated in accordance with relevant directives. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Incomplete applications will not be considered. Acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. The Department reserves the right not to make appointments, if you do not hear from the Department three months from the date of the advertisement consider your application unsuccessful. Previous employment records will be verified. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, asset records, qualifications verification and vetting. Applicants must also disclose or inform the Department whether they perform any additional remunerative work outside normal duties. The successful candidate will enter into an annual performance agreement and annually disclose his/her financial interest

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 (submitted prior to appointment) which can be accessed via this link: <https://www.thensg.gov.za>. **All shortlisted candidate(s) for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job. Recommended candidate(s) will be required to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools.**

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. **Part F is compulsory to be completed for applicants seeking re-employment into Public Service as it requires an applicant to specify if any conditions 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.

APPLICATIONS (Hand Delivery) : All posts attached to PROVINCIAL OFFICE should be addressed to:

The Acting Director: Human Capital Management. Department of Social Development, Private Bag x 6, Mmabatho, 2735 or 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 MOMPATI DISTRICT should be addressed to:

The District Director: Dr Ruth Segomotsi Mompati. Department of Social Development, Private Bag x 12, Vryburg, 8600 or hand delivered to: Dr RSM District Office, Corner North & Molopo Street, Vryburg, for attention Ms. MY Sethibe. 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, Private Bag x 04, Mmabatho, or 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, Private Bag x 5059, Klerksdorp, 2750 or hand delivered at Jade Square Building, Cnr OR Tambo and Margaretha Prinsloo Street, Klerksdorp 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, Private Bag x 82106, Rustenburg, 0300 or 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: 30 January 2026 @ 16H00