

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.
- FOR ATTENTION** : Kegomoditswe Makaota
- CLOSING DATE** : 27 October 2023 by 15H30
- NOTE** : Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be fully completed and compulsory to be signed and dated. Should the applicant/s use incorrect application form for employment (Z83), the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Applicants are requested to complete the Z83 form properly and in full. Sections A, B, C and D are compulsory, and Sections E, F and G do not need to be completed if a detailed CV covering the Sections mentioned is attached, however question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not submitting copies/proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za. Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. 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. Emailed applications will not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post.

MANAGEMENT ENCHELON

- POST 37/228** : **DIRECTOR: LEGAL SERVICES REF NO: 55/2023/24**
Chief Directorate: Corporate Services
- SALARY** : R1 162 200 per annum. 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 REQUIREMENTS** : Mahikeng
An NQF level 7 qualification as recognized by SAQA in LLB or relevant Qualification. Five (5) years' experience at (MMS) middle / senior managerial level in Legal Services. Valid driver's license. Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, application of Human Resources prescripts as well as understanding of the legislative framework governing Public Service such as Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Service Regulations and various Bargaining Council resolutions. Negotiation skills, People Management, Financial Management, Planning and Organizing, Time Management, Strategic Planning, Policy Analysis and Development, Good Communication skills, Group Dynamics, Change Management, Diversity Management, Facilitation skills, Coordination skills, Leadership skills and Knowledge Management skills. Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.
- DUTIES** : Offer legal opinions and advices by advising MEC on appeals lodged against administrative decisions taken in terms of legislation guiding the department, studying and researching the case at hand to give an informed opinion, analyzing and checking prospects of success, giving advice to proceed or not, liaising with experts on the relevant fields of law and advising on settlement to avoid unnecessary legal costs. Monitor Legal Contracts by scrutinizing agreements and comply with prescribed procedure for the conclusion of binding documents, identifying the intention of the contract and provide legal advice during conceptualization of the contract, conducting risk assessment to avoid unnecessary financial loss and litigation, consulting with staff and external parties involved in the contract, liaising with State Law Advisors on contracts and rendering regular workshops on contracts. Communicate with State Attorney on litigation matters involving the department by managing the investigation and compiling relevant documents to State Attorney, dealing with litigation on behalf of the department through the State Attorney, conducting research on case at hand to establish state liabilities, giving instructions to State Attorney during court proceedings, managing the investigation and compilation of evidence from Staff and Management, managing the cases referred to the State Attorney with regards to dates and ensuring court appearance by officials and avoid prescription, assisting State Attorney to prepare briefs to advocates where necessary and verifying correctness of the invoices for payment of the State Attorney. Overseeing the rendering of legal support services in respect of the implementation of PAIA 2 of 2000. Ensure that there is sound labour stability and by providing support to Legal Services directorate and Corporate Management Services. Management of the directorate budget in accordance with the financial management prescripts.
- ENQUIRIES** : Dr. Ntlhopeng Dikobe Tel No: (018) 200 8021/22

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

- APPLICATIONS** : 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)
- FOR ATTENTION** : Ms Nomathemba Serei Tel No: (018) 388 3687 or Ms Ethelia Masibi Tel No: (018) 388 3933
- CLOSING DATE** : 27 October 2023 by Time (16H30)
- NOTE** : 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. It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. 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, 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>. Successful SMS Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will undertake a two-day competency assessments at a venue and date determined by the Department. The competency assessment test generic managerial competencies using mandated DPSSA SMS competency assessment tool. Appointment of successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome prior to 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 enquiries to the relevant person indicated on enquiries. NB: Candidate should note the following information on the new Z83 application form: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers. An applicant has responded "No" to the question "Are you conducting business with the State? or are you a Director of a Public or Private company conducting business with the state? If yes (provide details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "in the event that you are employed in the Public Service, will you immediately relinquish such business interest?" "If your profession or occupation requires official registration, provide date and particulars of registration" – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed, Part D: All fields must be completed, Part E, F, G: Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under part F must be answered. Declaration must be completed and signed. The North West Department of Cooperative Governance & Traditional Affairs is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. People with disability are encouraged to apply. Applicants who previously applied for re-advertised positions are encouraged to re-apply. NB: The department reserves the right not to make appointments. correspondence will be limited to short-listed candidates only.

MANAGEMENT ENCHELON

POST 37/229 : **DIRECTOR INTERGRATED MUNICIPAL INFRASTRUCTURE REF NO: 01/23-24**

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
 : Mmabatho
 : Matric/Grade 12. Diploma/Degree (NQF level 7) in Public Administration/Management or any other relevant equivalent qualification. Minimum 5-10 years' of experience in Waste Management/ Basic Services/ Infrastructure at a middle managerial/ Deputy Director Level. Nyukela

- Competency Certificate. Valid Driver's License. Competencies/Knowledge/Skills: DORA, PFMA, NEMWA, Health and Safety, EPWP Policy. Municipal Infrastructure grant. Skills Development Act. Advanced Project management, Stakeholders engagements, Communications, Computer Literacy, Report writing, Conflict management, financial management and facilitation.
- DUTIES** : Coordinate implementation of municipal Basic Services. Coordinate implementation of municipal Free Basic Services. Monitor implementation of Municipal indigent policy. Coordinate the delivery of Municipal integrated infrastructure. Coordinate implementation of grants funded municipal infrastructure.
- ENQUIRIES** : Mr S Ramagaga Tel No: (018) 388 5890
- POST 37/230** : **DIRECTOR PROVINCIAL DISASTER MANAGEMENT CENTRE REF NO: 02/23-24**
(Re-Advert)
- SALARY CENTRE REQUIREMENTS** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
: Mmabatho
: Matric/Grade 12. Diploma/Degree (NQF level 7) in Disaster Management as recognised by SAQA (appointment in terms of Disaster Management Act, Act 57 of 2002, Section 31), Development Studies/ Public Administration/Public Management / Minimum 5-10 years' of experience in disaster management at middle managerial/ Deputy Director Level. Nyukela Competency Certificate. Valid Driver's License. Competencies/Knowledge/Skills: Sendai Framework for Disaster Reduction (2015-2030). Constitution of the Republic of South Africa. Disaster Management Act. National Disaster Management Framework. North West Disaster Management Framework. Municipal Indicative Disaster Risk Profile. In-depth knowledge of Disaster Management processes. In-depth knowledge and understanding of legislative framework governing public service. Excellent communication skills. Project Management skills. Management and Leadership skills. Computer skills. Strategic Leadership skills. Problem solving and analysing skills. Financial Management skills.
- DUTIES** : Provide strategic and technical advice to the Provincial Executive on matters relating to Disaster Management. Provide strategic and technical advice to the Provincial Departments, Municipalities, State Owned Enterprises and Communities on matters relating to Disaster Management. Provide strategic and technical advice on the development and implementation of disaster risk reduction programmes/projects. Provide strategic and technical advice on effective and rapid response to disasters. Provide strategic sound Governance and professional leadership within the Provincial Management Centre.
- ENQUIRIES** : Mr S Ramagaga Tel No: (018) 388 2329

DEPARTMENT OF PUBLIC WORKS AND ROADS

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (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 representatively will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : All Applications must be addressed to: Head of Department, Public Works and Roads, Private Bag X2080, Mmabatho, 2735 or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road. Mmabatho, 2735.
- FOR ATTENTION CLOSING DATE** : HR Recruitment - Mr. M.E. Khaueo
: 27 October 2023 (Posted Applications must have reached the Department by 15h30 pm, otherwise they will not be considered)
- NOTE** : 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 competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies

using the mandated DPSA SMS competency assessment tools. Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialed and dated. The form is obtainable at any National or Provincial Department, www.dpsa.gov.za. Applicants must indicate the Post, the Reference number and the Centre on the Z83 Form application. The application must be accompanied by a recent updated curriculum vitae indicating personal details, competencies and 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). Applicant's previous information as background/reference checks for the post will be required to submit certified documents on or before the day of the interview. Faxed, e-mailed applications will not be accepted or considered. Applications received after the closing date will, as a rule not be accepted. 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, qualifications verification and vetting. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. The Department reserves the right not to make appointment. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.

MANAGEMENT ENCHELON

<u>POST 37/231</u>	:	<u>DIRECTOR: SECURITY MANAGEMENT SERVICES REF NO: H/O 44/2023</u>
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), all-inclusive remuneration package
<u>CENTRE</u>	:	Head Office-Mahikeng
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus a Bachelor's Degree in Security Management/ Public Management/ Police Science. A valid driver's license. Experience: Five (5) year's middle management experience in Security Management. Knowledge: Knowledge of security management. Knowledge of information security. Knowledge of the MISS document of 1998; Control of Access to Public Premises and Vehicle Act. 1985 (Act No: 53 of 1985). Minimum Information Security Standards Act (MISS). Disciplinary procedure. National Information Security Policy. Safety and Security Management and Administration, including (security Audit, physical security measures, contingency, planning, occupational health and safety, personnel security, document security, surveillance, information technology security fire regulation and fire protection and communication security). Security Environment (National Intelligence Agency, South African Policy Service, PSIRA). Understanding of government procurement procedures and processes and other related acts governing the Public Service. Skills: Computer literacy with MS Word, Excel, Power Point applications. Leadership and management skill. Effective communication at all levels. Report writing skills. Presentation skills. Interpersonal and diplomacy skills. Detecting skills. Problem solving skills and Conflict Management. Planning and organising. Analytical thinking. Change management. Service Delivery Innovation. Willingness to travel and work beyond normal working hours.
<u>DUTIES</u>	:	Manage and monitor the provision of operational security services. Manage the provision of physical security services. Ensure the enforcement of physical security and access control. Ensure proper safeguarding of departmental assets. Ensure proper management of information security in the department. Liaise regularly with law enforcement agencies and other stakeholders on security matters. Ensure compliance with relevant security measures and monitor the implementation thereof. Manage and monitor the provision of security administration services. Manage document security classification system. Provide strategic leadership to the Directorate.
<u>ENQUIRIES</u>	:	Ms N.M.G Mfikwe Tel No: (018) 388 2426

OTHER POSTS

<u>POST 37/232</u>	:	<u>SENIOR STATE ACCOUNTANT: SALARY REF NO: H/O 45/2023</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Head Office-Mahikeng
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus National Diploma/ Bachelor Degree in Financial Management. A valid driver's License. 2 years relevant experience in Salary Administration, of which three (3) years should be at supervisory level. PERSAL and BAS training is compulsory. Knowledge: Public Service Act, Treasury Regulation, PFMA, PERSAL, Basic Accounting System (BAS). Skills: Computer Literacy (MS Word, Excel, Power Point and Outlook). Analytical and Mathematics skills, Interpersonal Relations, Coordination Skills, Conflict Resolution, Leadership and Presentation, Ability to work under pressure, Self- motivated, reliable, integrity and honesty.
<u>DUTIES</u>	:	Authorize and approve Salary Allowances and deductions on PERSAL System. Clear PERSAL exception on BAS System. Administer payrolls. Prepare and submit SARS reconciliations. Prepare effective and efficient salary reports. Manage the performance and development of the subordinates. Serve internal and external and clients.
<u>ENQUIRIES</u>	:	Ms P.D. Phutieagae Tel No: (018) 388 1438
<u>POST 37/233</u>	:	<u>SENIOR STATE ACCOUNTANT: EXPENDITURE MANAGEMENT REF NO: H/O 46/2023</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Head Office-Mahikeng
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate Plus National Diploma/ Bachelor Degree in Financial Management. Valid driver's license. 2 years relevant experience in Creditors Payments of which 3 years must be at the supervisory level. WALKER and BAS training is compulsory. Knowledge: Public Service Act, Treasury Regulation, PFMA, WALKER / BAS (Basic Accounting System). Departmental policies. Skills: Computer literacy (MS Word, Excel, and PowerPoint). Analytical and Mathematics skills, Interpersonal relations. Coordination Skills, Conflict Resolution, Ability to work under pressure, Self-motivation, reliability, integrity and honesty. Written and verbal communication skills.
<u>DUTIES</u>	:	Processing Creditors Payments. Administering open orders/ commitments. Administering and Managing Electronic Bank Transfers (EBT) Reports, Rejections and Re-issues. Prepare reports. Supervision of Subordinates.
<u>ENQUIRIES</u>	:	Ms M.M. Magengenene Tel No: (018) 388 1277
<u>POST 37/234</u>	:	<u>STATE ACCOUNTANT: CREDITORS PAYMENTS REF NO: H/O 47/2023</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Head Office-Mahikeng
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate Plus National Diploma/ Bachelor Degree in Financial Management. 1-2 years relevant experience in Creditors Payments. Knowledge: Public Service Act, Treasury Regulation, PFMA, WALKER / BAS Basic Accounting System. Skills: Computer Literacy (MS Word, Excel, etc). Analytical and Mathematics skills, Conflict Resolution, Ability to work under pressure, self- motivated, reliable, integrity and honesty. Written and verbal communication skills.
<u>DUTIES</u>	:	Capturing Creditors payments. Authentication of payments. Manage Walker/ Bas interfaces. Manage Rejections and Re- issues of payments. Supervision of Sub-ordinates.
<u>ENQUIRIES</u>	:	Ms D.A. Moroeng Tel No: (018) 388 1975