



NORTH WEST PROVINCE

OFFICE OF THE PREMIER

APPLICATIONS: Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

CLOSING DATE: 22 April 2022

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. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department, and must include copies of qualifications including senior certificate, Identity document and driver's license (where appropriate), a comprehensive CV with three contactable referees and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a 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 and **incomplete application will be disqualified (NB: All fields of the new Z83 form are compulsory). Late, faxed and e-mailed applications will not be considered.** The successful candidates for the below 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 foreign qualifications are evaluated by the South African Qualifications Authority and the evaluation certificate must be submitted with your application. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. The office has the right to not fill the position. **Candidates who previously applied for the re-advertised positions are encouraged to re-apply if they are still interested in the positions.**

Post : Principal State Law Advisor: LP10 Specialist Litigation (RE-ADVERT)
Salary : R1 304 436 - R1 979 127 per annum (OSD all-inclusive package)
Centre : Mmabatho
Ref No : NWP/OOP/2022/16

Job Purpose: To provide and coordinate sound litigation, legislation and legal services in the provincial departments and the Office of the Premier.

Requirements: LLB / B Proc. At least 10 years' appropriate post qualification Legislation/ Litigation/ Advisory experience
• Admittance as an Attorney or Advocate. Experience in Public Service will be an added advantage

Knowledge, Skills and Competencies: Display an extensive, in depth knowledge of a particular subject. Conduct research that will provide information and case law relevant to a specialised matter and present an opinion on how the specific case should be approached to obtain a desirable / justifiable outcome / result. • Display in-depth knowledge to draft legal documents that pertain to a specialised field of law that motivates/ justifies a particular position pertaining to the case, also indicating the approach to be followed to ensure success in this regard. • Display a superior knowledge and ability to conduct dispute resolutions in specialised fields of law and make awards and provide advice and guidance that is legally justifiable. • Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client on possible course of action with reference to the client's instructions and legal entitlements pertaining to a specialised field of law. Document the advice given. Knowledge of Public service Act, Knowledge of Public service

Regulations, Knowledge of Labour Relations, Knowledge of the PFMA, Knowledge of Public Finance Regulations, Knowledge of the Constitution, Knowledge of the State Attorney Act, and Knowledge of the Promotion of Admin Justice Act. Good Communications skills, Problem solving skills, Report writing skills, Computer skills, Coordination, Planning and Organizing Skills

Duties: The management of litigation support services, constitutionally sound legislation, provision of legal opinions and general legal advice. The performance of coordinating and evaluating and intervention in legal advisory services.

Enquiries: Mr. GOB Ratshikana Tel: 018 388 3058

Post : Deputy Director: IT Planning and Enterprise Architecture
Salary : R744 255.00 per annum (all-inclusive package Level 11)
Centre : Mmabatho
Ref No : NWP/OOP/17

Requirements: A Bachelor's degree in Information Technology and/ or equivalent (NQF level and credits). 6-7 years' experience in information technology planning of which three (3) years must be at junior management level. **Knowledge:** Enterprise Architecture frameworks, especially Togaf 9.1, COBIT 5 and ICT International best practices. **Skills:** Advanced Computer literacy in Excel, Word, Power point, Report writing skills, Problem solving skills and Interpersonal relationship skills.

Duties: Development, coordinate implementation and monitoring of strategic and tactical IT plan in the North West Provincial Administration. The development of strategic and tactical IT plans for GITO. The development and management of an Enterprise Architecture capability for the North West Provincial Administration. Coordinate and Consolidate reports. Management of staff.

Enquiries: Mr. C.C. Gabriel, Tel: (018) 388 4032

Post : Deputy Director: ICT Security
Salary : R744 255.00 per annum (all-inclusive package Level 11)
Centre : Mmabatho
Ref No : NWP/OOP/2022/18

Requirements: A Bachelor's degree in Information Technology and/ or equivalent (NQF level and credits). 6-7 years' experience in information technology security of which three (3) years must be at junior management level.

Knowledge: ICT Security standards, Network security, Checkpoint Firewall, Resource Access Control Facility and end point security management. Network penetration testing and techniques. **Skills:** Expertise in anti-virus, intrusion detection, firewalls and content filtering tools. Vulnerability and risk assessments. Report writing skills, Problem solving skills and Interpersonal relationship skills. Advanced Computer literacy in Excel, Word, Power point.

Duties: Develop, monitor and evaluate ICT security policies, plans and ICT security mechanisms. The identification, classification, monitoring and assurance of ICT security information assets. Identify and mitigate network vulnerabilities. Understanding business impact of patch management with the ability to deploy patches in a timely manner. Oversee ICT Security risk assessment and awareness programmes in Provincial Government Departments. Management of staff.

Enquiries: Mr. M.D.A Matshidiso Tel: (018) 388 4145

Post : Deputy Director: Women and Children Coordination and Monitoring Programme
Salary : R744 255.00 per annum (all-inclusive package Level 11)
Centre : Mmabatho
Ref No : NWP/OOP/2022/19

Job Purpose: To coordinate and monitor the implementation of gender equality and women socio-economic empowerment policies, frameworks and programmes across all levels of government in the Province.

Requirements: 3 year appropriate tertiary qualification at NQF Level 6 or equivalent qualification in Social Sciences, Public Management/Governance, Developmental Studies((NQF level and credits). 6-7 years' experience of which 3 years must be at junior management level. A valid driver's licence.

Knowledge, Skills and Competencies. Knowledge of main policy frameworks on gender related matters/issues, legal prescripts governing the public service. Information Management, Monitoring & Evaluation Knowledge, Policy Development Knowledge and Personnel Management Knowledge. Computer literacy skills in Excel, Word, PowerPoint, Report writing skills, Communication Skills, Planning & Management Skills, Decision making skills, and Financial Management Skills. Ability to work and engage stakeholders at various levels and to work under pressure.

Duties: Coordinate the development of the Provincial Program of Plan of Action on Socio-economic Empowerment of Women. Analyse Departmental Annual Performance Plans to ensure gender mainstreaming. Monitor and assess the performance of sectors against the Provincial Program of Action. Compile and submit quarterly analytical reports on the overall provincial performance on gender mainstreaming. Coordinate the Provincial Gender-based Forum and other gender-related sector structures in the province. Liaise with national departments regarding gender-mainstreaming matters. Coordinate gender-based advocacy programs.

Enquiries: MS. CN Modise **Tel: 018 388 5078**

Post : Deputy Director: Coordination of Disability Rights
Salary : R744 255.00 per annum (all-inclusive package Level 11)
Centre : Mmabatho
Ref No : NWP/OOP/2022/20

Job Purpose: To coordinate and monitor the implementation of the White Paper on the Rights of Persons with Disability for integrated services to persons with disability across all levels of government in the Province .

Requirements: 3 year appropriate tertiary qualification at NQF level 6 or equivalent qualification in Social Sciences, Public Management /Governance, Developmental Studies (NQF level and credits). 6-7 years' experience of which 3 years must be at junior management level. Valid Driver's License

Knowledge, Skills and Competencies: Knowledge of Disability Rights Policies, International Disability Rights Legal Instruments, Employment Equity Policies, Economic Empowerment Policies as well as legal prescripts governing the public service. Information Management, Monitoring & Evaluation Knowledge, Policy Development Knowledge and Personnel Management Knowledge. Computer literacy skills in Excel, Word, and PowerPoint. Reporting writing skills. Organizing and coordinating capabilities, coupled with strong interpersonal relationship skills and dealing with stakeholders at a strategic level, ability to work under pressure with multiple deadlines

Duties: Coordinate the development of the Provincial Program of Action on the White Paper on the Rights of Persons with Disability. Analyse Departmental Annual Performance Plan to ensure mainstreaming of the rights of persons with disability. Monitor and assess the performance of sectors against the Provincial Program of Action. Compile and submit quarterly analytical reports on the overall provincial performance on persons with disability rights. Coordinate the Provincial Disability-based Forum and other persons with disability sector structures in the province. Liaise with national departments on the rights of persons with disability matters. Coordinate persons with disability rights advocacy programs.

Enquiries: MS. CN Modise **Tel: 018 388 5078**

Post : Senior Mainframe Operator
Salary : R 321 543 per annum (Level 08)
Centre : Mmabatho
Ref No : NWP/OOP/2022/21

Job Purpose: To provide and monitor storage backup environment in the NWPG

Requirements: 3 year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level.

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 server equipment testing, repair and maintenance. Good Communication skills, Good telephone etiquette, Report writing skills, Computer skills. Problem solving skills, Project management, Leadership and presentation

Duties: To render mainframe operations and storage environment. Provide salary reports and documents distribution. Rendering of system availability. Implementation of procedures to improve mainframe performance. The provision of backup and restores.

Enquiries: Mr. M.D.A Matshidiso **Tel:** (018) 388 4145

Post : Reporter: Publication
Salary : R 321 543.00 per annum (Level 08)
Centre: Mmabatho
Ref No: NWP/OOP/2022/22

Job Purpose: To inform and report effectively and efficiently to communities about programmes, activities and policies of government

Requirements: 3 year diploma/degree or NQF level 6 equivalent in communication, Journalism or media studies (NQF level and credits). 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level.

Knowledge, Skills and Competencies: Computer literacy, Print and Social Media and Current Affairs awareness. Journalistic writing skills, Computer skills, Investigative and reporting skills, News gathering and interview skills

Duties: Promote access to government communication. Gather information, searching public records and other sources. Maintaining relations with a specific entity like the press, the government, communities or public sector. Writing marketing communications material. Coordinate the implementation of the communication strategy.

Enquiries: Mr. V.P Ngesi **Tel:** (018) 388 4212

Post : Senior Programmer x 2
Salary : 261 372.00 per annum (Level 7)
Centre : Mmabatho
Ref No : NWP/OOP/2022/23

Job Purpose: To develop, support and provide maintenance for applications

Requirements: 3 year appropriate tertiary qualification at (NQF level 6 and Credits) or equivalent. 2-3 years' experience applicable to relevant field.

Knowledge, Skills and Competencies: Advanced web sites and web-based application systems design. Proficient in the use of web tools. Ability to work independently and under pressure. Problem and Incident management experience and knowledge. Business communication. Process modelling. Knowledge and skills in Public Service. Database querying and

C#, ASP.net, HTML, CSS, Java script, programming SQL server database, SharePoint and project management Knowledge of MS Office Suite. Planning and organising; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Project management; Ability to interpret and apply policy; Analytical and innovative thinking; Research skills. Excellent interpersonal, communications

Duties: Transform Business Functional Requirements. Conduct Post Implementation Reviews. Provide support in the development of detailed specifications documents. Provision of support to users in selecting appropriate technical solutions. Execute ICT Project and Programmes – Program Changes

Enquiries: Ms. B.V Bantsijang

Tel: (018) 388 561

Post : Hardware Technician (x2)

Salary : 261 372.00 per annum (Level 7)

Centre : Mmabatho

Ref No : NWP/OOP/2022/24

Job Purpose: To offer day to day ICT technical support to all users of NWPG

Requirements: 3 year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications. 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level.

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 server equipment testing, repair and maintenance. Good troubleshooting capabilities, experience in supporting Microsoft and Novell. Knowledge of Active Directory and Windows/Linux Operating systems.

Good Communication skills. Good telephone etiquette. Report writing skills. Computer skills. Problem solving skills. Project management Leadership and presentation.

Duties: Support the provincial network infrastructure. Implementation of software, configuration and network changes (Release Management). Support the desktop, printers and automation function. Offer Support for Mobile Devices Connectivity. Offer Support for Peripheral Devices

Enquiries: Mr T.T Lesebane (018) 388 4161