



public works & roads

Department:
Public Works and Roads
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: HUMAN RESOURCE MANAGEMENT

VACANCY, CIRCULAR NO. 4 OF 2024/2025

This Department is an Equal Employment Opportunity and 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.

All Applications must be addressed to: Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735 Or Hand delivered at Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, 2735. Applications may also be **E-mail to:** DPWRHORECRUITMENT@NWPG.GOV.ZA. **For Attention:** HR Recruitment - Mr. M.E Khaueo.

Advertised Date: 26 November 2024 and Closing Date: 09 December 2024 (Posted Applications must have reached the Department by **15h30 pm**, otherwise they will not be considered)

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, initialled and dated. The form is obtainable at any National or Provincial Department, www.gov.za. Applicants must indicate the Post name, the Reference number, the Centre on the Z83 Form and application must be accompanied by a recent updated Curriculum Vitae clearly indicating current position's held in the sequence period e.g. acting, according to promotions, personal details and key responsibilities with competencies and experience with respective dates, including three (3) names of contactable referees.

It is the applicant's responsibility to have all foreign qualifications evaluated by South African Qualifications Authority (SAQA) and to provide proof of such evaluation certificate (only when shortlisted). Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Failure to submit the requested documents applicant will be disqualified and e-mailed applications will be accepted or considered.

Applicant's previous information as background/reference checks will be verified through contactable referees. 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 and asset records, 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.

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POST : Administrative Support and Coordination Officer: Re-Advert
SALARY : R849 702 per annum (SL11) an all-inclusive remuneration package
REF NO. : H/O 06/2024
CENTER : Head Office-Mahikeng (MEC Office)

NB: Applicants who applied previously must Re-Apply.

Requirement: Qualifications: National Senior Certificate plus an appropriate Degree or equivalent qualification in Public Administration at NQF level 6. A valid driver's license.

Experience: 3 years' experience in administration at Assistant Director Level. Experience in rendering a service in the Executive Authority's office environment will be an added advantage.

Knowledge: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Knowledge of Public Service Regulations.

Skills: Computer Literacy (MS Word, Excel, Power Point), Problem Solving, Analytical skills, Good communication skills (written & verbal), Interpersonal skills, Presentation skills, Report writing skills, Conflict resolution skills. Good planning and organizing skills. Ability to work under pressure. Willingness to travel and work beyond formal working hours.

Duties: Manage the administrative and coordination activities within the office of the executive authority. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of cabinet/executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Render a cabinet/executive council support service to the executive authority. Manage the distribution of memoranda to cabinet/executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Supervise employees and manage the unit.

Enquiry: Ms. L. Diutlwileng tell: 018 388 1812