



Office of the Premier

North West Provincial Government
REPUBLIC OF SOUTH AFRICA



2nd Floor, Ga-Rona
Building
Private Bag X129,
MMABATHO

HUMAN RESOURCES MANAGEMENT

NORTH-WEST PROVINCE

OFFICE OF THE PREMIER

APPLICATIONS: Applications must be **submitted online, or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho. All attachments for online must including the Z83 and CV only be in PDF format only as one document**, indicated the correct job title and the reference number of the post on the subject line of your e-mail. Use the correct e-mail address associated with the post. Failure to do so, your application will be disqualified.

CLOSING DATE: 07 March 2025

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. **In terms of the employment equity plan for the Office, preference will be given to People with Disabilities, Youth, and Females for these posts.** Applications must be accompanied by **fully completed New Z83 form (81/971431)** obtainable from any Public Service Department. **Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees.** 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. Failure to submit the requested documents will result in your application not being considered. **Shortlisted candidates will be subjected to practical exercise and integrity assessment. Incomplete Z83, Late and faxed applications will not be considered.** Communication will be limited to shortlisted candidates only. The successful candidates for the advertised 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 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. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful.

Post : Deputy Director: Human Resource Administration.
Salary : R849 702.00 per annum (all-inclusive package Level 11)
Centre : Mmabatho
Ref No : NWP/OOP/2025/22

Purpose: To manage and facilitate the provision of Human Resource practices and administration services

Requirements: Three- year tertiary qualification in Human Resource Management, Public Administration/Management and/ or equivalent qualification at NQF level 7. 5 years' experience in the Human Resources Management environment of which three (3) years must be at Assistant Director Level. Related Persal trainings certificates.

Knowledge, Skills and Competencies: Knowledge and understanding of legislative frameworks governing Human Resource Management in the Public Service. HR Auditing skills; Analytical skills applied on the PERSAL system with the Office; PERSAL system-based auditing of Personnel and Salary Administration Transactions; ability to advise management in line with HRM in the new management frameworks; ability to lead, delegate and manage conflict.

Duties: The management of Recruitment, Selection and appointment of employees. The Management of conditions of service, remuneration and employees' benefits. The management and control of the PERSAL system within the Office, Personnel and Salary controller functions. The management of personnel records and procurement of goods and services. Management of Human Resources.

Enquiries: Ms. M.M Tembe
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