



# Office of the Premier

North West Provincial Government  
REPUBLIC OF SOUTH AFRICA



2<sup>nd</sup> Floor, Ga-Rona Building  
Private Bag X129,  
MMABATHO  
2735

## HUMAN RESOURCES MANAGEMENT

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### CIRCULAR 2 OF 2025

#### REFERRALS

**NOTE:** In terms of the Office of the Premier Policy as well as the SMS Handbook which provides for the use of referrals as a method of sourcing suitably qualified candidates in order to supplement the pool of candidates identified during the normal recruitment and selection process, notice is hereby circulated for stakeholders to identify and encourage candidates who meet the profile matching the advertisement below to submit their applications to Office of the Premier.

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 a fully completed **New Z83 form (81/971431)** obtainable from any Public Service Department. **The Z83 form must be completed in the manner that provides sufficient information about the candidate and the post he/she applied for by completing all relevant fields. Sections A, B, C and D must be completed in full; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, question(s) related to conditions that prevent re-appointment under Part F, applicants currently employed by the public service do not need to complete the section intended for those seeking re-employment, as their prior employment can be verified through their CV. 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.** 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. Successful candidates for the advertised positions will be required to undergo personnel suitability checks, which include 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. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. SMS posts in the Public Service no appointment shall be affected without the recommended candidate 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>. The office has the right to not fill the position.

## **HEAD OF DEPARTMENT (HOD): SOCIAL DEVELOPMENT**

**(5-year fixed term contract) (SL 15)**

### **Re-Advertisement**

**Salary: R 1 741 770.00 per annum (All-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules) plus non-pensionable Head of Department's allowance equal to 10% of the all-inclusive remuneration package.**

**•Ref. No. NWP/OOP/2024/12 •Centre: Mmabatho**

### **Requirements:**

An appropriate post-graduate qualification (NQF 8) as recognised by SAQA. •A minimum of ten (10) years' experience at Senior Managerial Level. The office reserves the right to introduce other objective requirement/s should a need arise. • Applicants who do not possess (SMS) Pre-entry Certificate shall be considered for shortlisting and interviews, but the successful candidate shall not be appointed before successfully obtaining the certificate (SMS Pre-Entry/Programme) offered by the National School of Government • Information can be accessed via this link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

**Core management competencies:** • Strategic capability and leadership skills • Client Orientation and Customer Focus. • Financial Management • People Management and Empowerment • Communication • Project and Programme Management. • Change Management, Knowledge Management and Service Delivery, Client Orientation and Customer Focus, Problem-Solving and Analysis, Knowledge of MS Word, MS Excel and MS PowerPoint.

**Duties:** •Provide effective, efficient management and administration in the Department. Provide strategic direction and leadership to the Department • Ensure effective utilisation and training of staff • Maintain sound labour relations and discipline of staff • Ensure proper use, care and maintenance of state assets and resources • Render sound financial

management in the Department, including serving as an Accounting Officer of the Department. Implement all laws and policies applicable to the Department, any other function that may in law be entrusted, assigned, or delegated to an Accounting Officer and or Head of Department.

**NOTE: The successful candidate must enter into a performance agreement and sign employment contract.**

**Enquiries: Mr. B. S. Malwane, Tel. (018) 388 3710 and 083 628 5501**

**APPLICATIONS:** Applications must be forwarded for attention: The Director-General, Office of the Premier and hand delivered at the Directorate of Human Resource Practices and Administration, Ground Floor, Ga-rona Building, Mmabatho or email to: [silasbahula@nwpg.gov.za](mailto:silasbahula@nwpg.gov.za)

Please quote the reference as the subject on the email when applying.

**ADVERT CLOSING DATE: 07 APRIL 2025**