



HUMAN RESOURCE MANAGEMENT

1st Floor West Wing, University drive
Garona Building
Mmabatho, 2735
Tel: +27 (18) 388 4814

2nd Floor West Wing, University Drive
Garona Building
Mmabatho, 2735
Tel: +27 (18) 388 4762

COMPONENT: HUMAN SETTLEMENTS DEVELOPMENTS

POST: DEPUTY DIRECTOR: HUMAN SETTLEMENTS PLANNING

SALARY: REMUNERATION PACKAGE OF R896 436 p.a (SL11). The inclusive remuneration Package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign employee contract.

CENTRE: HEAD OFFICE (MMABATHO)

REF No: HS/ 01/ 25/26

Requirements: Matric/Grade12 • Advanced Diploma /B-Tech/Degree (NQF level 7) as recognised by SAQA in Town Planning. • Minimum three (3) to five (5) years' relevant experience required of which three (3) years should be at Assistant Director Level (Level 09) • A valid driver's license (Code B or C1). Must have an Extensive Travelling ability. **Competencies/ Knowledge and skills:** Knowledge of construction project management, built environment, government procurement processes, Human Settlements programs, Human Settlements legislative mandates, frameworks, policies, National Housing Code, Spatial Planning and Land Use Management Act (SPLUMA) • Knowledge of Municipal Integrated Development Plan, Spatial Development Framework (SDF), Infrastructure Development Plan, Land Tenure/Acquisition services, HS Grant Business Plan • Knowledge of PFMA, Treasury Regulations, Financial management and expenditure reporting. • Knowledge of the Housing Subsidy System (HSS). • Policy Development and interpretation • Programme and Project Management • Client Orientation and Customer focus • Technical and analytical skills • Report writing, presentation skills, Interpersonal skills, organizing skills, Conflict management, problem solving, Communication skills, Computer literacy and Geographic Information Systems (GIS).

Duties: Development, preparation and maintaining of the HSDG and the ISUPG Business Plans • Facilitate the One on One Engagement with all municipalities within the North West Province as part of the planning for Business Plan development, Coordinate Projects identification process and verification by municipalities and presentation in a District Planning Forum • Coordinate interventions on human settlements projects • Monitor Human Settlement implementation in accordance to the Human Settlement Business Plan • Manage personnel, financial resources, assets and administrative processes within the Sub-Directorate.

Enquiries: Mr L Mkhize

Tel: 018 388 2899

COMPONENT: FINANCIAL MANAGEMENT SERVICES

POST: ASSISTANT DIRECTOR – INTERNAL CONTROL AND COMPLIANCE

SALARY: R 468 459 pa. (SL 9)

CENTRE: HEAD OFFICE (MMABATHO)

REF No: HS/ 02/ 25/26

Requirements: Matric/Grade 12 • Advanced Diploma / B-Tech /Degree (NQF Level 7) as recognised by SAQA in Internal Auditing /Financial Accounting / Management Accounting • 3 – 5 years relevant experience in a Financial Accounting/ Internal control/Internal Audit environment • Valid driver's Licence.

Competencies/Knowledge/Skills: In depth Knowledge and understanding of relevant prescripts and process governing public services such as PSR and PSA • Knowledge of Supply Chain prescripts and frameworks • Treasury regulations, PFMA, Financial Manuals • Internal Control and Risk Management Methodologies &

Strategies • Knowledge of management links of Government Financial Systems (BAS, PERSAL & WALKER) • Policy development , interpretation and implementation • Computer literacy • Sound planning and organising skills • High level of reliability and commitment • Basic written and verbal communication skills • Excellent time management skills • Report writing and Presentation skills • **Duties:** Development of departmental Post Audit Action Plan • Ensure that there are tight internal control systems within the department • Facilitate process of identification and addressing unauthorised, irregular, fruitless and wasteful expenditure (UIFW) in the department • Record keeping and reporting.

Enquiries: Ms S Mokhadi Tel. (018) 388 – 3524

DIRECTORATE: RISK AND INTERGRITY MANAGEMENT

POST: RISK SPECIALIST X1

CENTRE: HEAD OFFICE (MMABATHO)

SALARY: R 325 101 p.a (SL 07)

REF NO: HS/ 03/25/26

Requirements: Matric/Grade 12 OR equivalent • National Diploma / B-Degree (NQF Level 6/7) in Internal Control /Auditing • Financial or Management Accounting/Risk Management as recognised by SAQA • 2-3 years' experience in a relevant field •

Competencies/Knowledge/Skills: Knowledge of National Risk Management Framework • Corporate governance guidelines, Risk assessment, investigative methods and techniques, Audit practices • Knowledge of the Public Finance Management Act (PFMA) and accompanying Treasury Regulations • Research skills • Analytical skills • Good communication skills (Verbal and Written) • Team player • interpersonal relations skills • The ability to work independently • Self – disciplined and ability to work under pressure

Duties: Provide Support in the implementation of Risk Management strategy, policies, risk mitigation/treatment plans • Provide administrative support services to the Risk Management programmes and co- ordinate Risk Management activities • Conduct Risk awareness workshops and educational campaigns • Render secretarial duties for the Risk and Integrity Management Committee.

Enquiries: Ms L Thulo

Tel : 018 388 2394

DIRECTORATE: HUMAN RESOURCE MANAGEMENT

POST: HUMAN RESOURCE PRACTITIONER: PMDS UNIT X1

CENTRE: HEAD OFFICE (MMABATHO)

SALARY: R 325 101 p.a (SL 07)

REF NO: HS/ 04/25/26

Requirements: Matric/Grade 12 or equivalent. National Diploma/ B-Tech (NQF level 6/7) in Human Resource Management/ Public Administration as recognised by SAQA • 2 - 3 years' relevant experience in coordination of PMDS.

Competencies/Knowledge/Skills: Working knowledge and understanding of the Legislative frameworks governing the Public Service • Knowledge of Human Resource Management prescripts, directives and circulars • Knowledge of PMDS processes, policies and templates • Knowledge of Administrative procedures • Computer Literacy • Communication skills (Verbal and written) • Sound interpersonal skills • Presentation skills.

Duties: Coordinate the submission of performance contracts (PA, WP AND PDP) • Provide administrative support in the submission of mid- year and annual performance assessment reviews • Facilitate and administer the implementation of performance incentives process • Render general administration in the Unit

Enquiries: Ms K Matheolane

Tel : 018 388 2080

Directions to Applicants: 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.

Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) (only when shortlisted) 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. 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, please accept that your application was unsuccessful. 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.

Completion of new Z83: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, 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. Completion of the Z83 form: **Part A, B,C and D may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, Part E: all fields must be completed, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service.** The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA website, www.dpsa.gov.za.

Completed applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements, hsjobs@nwpg.gov.za , 2735, hand deliver to Cnr Provident and University Drive, West wing 2nd floor Garona Building, Mmabatho.

The North West Department of Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. The posts are open for everyone, but preference will be given to people with disabilities.

NB: THE DEPARTMENT RESERVES THE RIGHT NOT TO MAKE APPOINTMENTS. CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED CANDIDATES ONLY.

Closing date: 15 August 2025, Time (16H00)