



Office of the Premier

North West Provincial Government
REPUBLIC OF SOUTH AFRICA



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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 applications including the Z83 and CV **must be one document in PDF**, indicating 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: 29 June 2026 at 16H00 (walk-in and online), late application will not be considered

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 Persons with Disabilities, Youth, and Females for all these positions.** Applications must be submitted on the approved Z83 form (81/971431) obtainable from any Public Service Department or on the DPSA website, www.dpsa.gov.za, which must be completed in such a manner that provide sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials in the second page are not mandatory. **The Office reserves the right to introduce further objective criteria or post requirements for shortlisting should such a need arise.** Should the applicant/s use incorrect application form for employment (Z83), or not compliant with the notes, the application applicant/s will not be considered for selection purposes(disqualified). The Z83 must be accompanied by detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees. Subject of relevant qualification/s should be mentioned in the CV. Part A must be fully completed. Part B, C and D questions of the Z83 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. Part E, F and G do not need to be completed if the CV has been attached and provides the required information, However, the question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR Directorate 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Appointment into SMS positions will be made only upon submission of the SMS pre-entry programme (Nyukela) certificate. Suitable SMS candidate/identified by the selection panel will be required to undergo competency assessment prior to being appointed. **Incomplete Z83 and late 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. **The Office reserves the right not to make an appointment following this advertisement for any reason.**

Post : Deputy Director: Director-General Support
Salary : R932 292.00 per annum (all-inclusive package Level 11)
Centre : Mmabatho
Ref No : NWP/OOP/2026/21

Job Purpose: Coordinate the Provision of Administrative Support Services to the Director-General's office.

Requirements: Three-year tertiary qualification in Public Administration/Public Management and/or equivalent qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 6 years' experience in Office administration of which 3 years should be in Office administration of which 3 years should be in Assistant Director level.

Knowledge, Skills and Competencies: Knowledge and understanding of Government policies; Knowledge of computer, Basic knowledge of financial administration, Good telephone etiquette, Good communication skills, Problem solving skills. Research Skills. Computer literacy. Self-management, Ability to act tact and to do research and analyse documents and situations. Ability to work under pressure.

Duties: Coordination of administrative support to the Director-General. Coordination of secretariat support to the Director General meetings. Coordination of liaison with all spheres of government on provincial administration issues. Management of administrative activities in the Office of the Director-General. Write reports. Provide secretariat services to senior and executive management meetings.

Enquiries: Ms. M Melokwe Tel: (018) 388 3040
E-Mail : ooprecruitment1@nwpg.gov.za

Post : Assistant Director: Strategic Planning and Transformation
Salary : R487 197.00 per annum (Level 9)
Centre : Mmabatho
Ref No : NWP/OOP/2026/22

Job Purpose: To facilitate and coordinate the implementation of transformation/special programmes in the departmental strategies and implementation plans. Facilitate organizational change management to achieve measurable results.

Requirements: As a minimum, a National Diploma / Degree in Public Management/Public Administration/Social Sciences or Equivalent. 3-5 relevant experience in the co-ordination of Special Programmes and Strategic Planning Programmes of which 2 years must be at supervisory level. Knowledge and understanding of Departmental processes, Strategic Planning and Special Programmes environment. A valid driver's license.

Knowledge, Skills and Competencies: Sound and in-depth knowledge of relevant prescripts, understanding of legislative frameworks, policies and strategies on Strategic Planning and Transformation: UN Treaties, Government Planning and Transformation Policies, Employment Equity Act, Skills Development Act, Preferential Procurement Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Public service regulations and Management of human and financial resources. Analytical, critical & innovative thinking, Presentation and Facilitation, Report writing, Leadership, Project Management, Conflict Management, Financial and Strategic Management, Policy analysis implementation

Duties: Ensure departmental compliance to national and provincial legislation and policies. Develop plans, initiate projects and support the implementation of the Strategic Planning & Special Programmes (Women empowerment, rights of Persons with Disability, Older Persons, Military Veterans as well as Youth Development), in the department. Co-ordinate the activities/events and liaise with the stakeholders at various levels. Provide support and assist with monitoring the functionality of the various Forums, Structures and Clusters as well as ensuring effective implementation of Programmes of all related policies and other relevant legislations at provincial and district level. Co-ordinate the workshops/training and capacity building programmes for various Forums and Structures of the Department. Compile monthly, quarterly and annual reports on the Departmental Performance of the Strategic and Special Programmes activities. Ensure effective management of departmental assets and finances in accordance with the PFMA. Overall supervision and management of staff.

Enquiries: Ms. S Kubeka Tel: (018) 388 5815
E-Mail : ooprecruitment2@nwpg.gov.za

Post : Assistant Director: Planning & Research: Provincial Council on AIDS(Re-advert)
Salary : R487 197.00 per annum (Level 9)
Centre : Mmabatho
Ref No : NWP/OOP/2026/23

Purpose : To coordinate multi-sectoral planning and research on matters related to HIV, STI'S and TB

Requirements: Three - year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits) 3 years' experience applicable in the relevant field of which 2 must be at supervisory level. A Valid driver's license.

Knowledge, Skills & Competencies: Knowledge of Research Methodology, M & E Frameworks and assessment tools. Knowledge of database management, Knowledge of HIV Strategies, legislation & policy frameworks, Knowledge of South African and Provincial environment with regard to HIV & AIDS. Knowledge of project management. Knowledge of financial management. Knowledge of the Public Service Legislative Framework. Computer literacy skills in Excel, Word, PowerPoint and Reporting skills.

Duties: Facilitate HIV, STI'S and TB research matters; establish multi-sectoral HIV and AIDS research coordinating mechanism and a Provincial Research agenda. Provide relevant input on HIV, STIs and TB research matters. Facilitate the research database in collaboration with the Provincial Research Directorate. Participate in the Provincial Research Forum. Manage circulation of information about any new research done in the province in relation to HIV, STIs and TB related matters. Develop Provincial Strategic Planning (PSP); Participate in the drafting of PSP and consultation process. Liaise Sub-Branch: Integrate Planning and SALGA during the development of PSP. Compile reports on consultation conducted with stakeholder. Consolidate inputs to the draft PSP. Facilitate the printing of the signed PSP. Participate in the distribution of printed PSP. Present the PSP to the Local and District AIDS councils. Provide support and guidance to government departments, NGO's, Businesses and Labour Organisations during the development of HIV, STI's and TB operational plans and facilitate the development of operational plans for Civil Society Sectors.

Enquiries: MS. SM Mokgothu Tel: 018 388 5096
E-Mail: ooprecruitment3@nwpg.gov.za

Post : Office Manager: DDG: Administration (Re-Advert) (Verified)
Salary : R487 197.00 per annum (Level 9)
Centre : Mmabatho
Ref No : NWP/OOP/2026/24

Job Purpose: To manage the office of the Deputy Director General Administration

Requirements: Three -year tertiary qualification in office administration / secretarial studies at NQF level 6 or any other relevant and equivalent qualifications as recognized by SAQA. **3 years'** experience as a secretary or administration officer.

Knowledge, Skills and Competencies: Basic knowledge of Batho Pele Principles, Public Finance Management Act, Public Service Act, Knowledge and understanding of Public Service Policies and Procedures, Good communication (verbal and written), Good telephone etiquette, Problem solving, Report writing, Customer care, Computer literate, Basic knowledge of financial administration, Sound organizational and managerial skills. Ability to act with tact and discretion. Willingness to work extended hours.

Duties: Provide administrative support to the office of the Deputy Director General. Provide secretarial services to the Deputy Director General's meetings. Manage the Deputy Director General's Schedule/ Itinerary. Co-ordinate Deputy Director General's meetings. Ensure effective and professional liaison within the Branch, Clients Departments and stakeholders. Perform any other ad hoc services relevant to the office of the Deputy Director General.

Enquiries: Ms B Mofokeng Tel: (018) 388 1593/5502

E-Mail : ooprecruitment3@nwpg.gov.za

Post : Reporter
Salary : R413 001.00 per annum (Level 8)
Centre : Mmabatho
Ref No : NWP/OOP/2026/25

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

Requirements: Three-year tertiary qualification in Journalism, Communication, Media studies at NQF level 6 and/ or related field. 2 years' experience in Journalism, reporting or corporate communication of which 1 year should be at supervisory level. Valid Driver's License.

Knowledge, Skills and Competencies: Strategic Planning thinking and planning, strong interpersonal engagement skills, Attention to details and high level of professionalism, Integrity, reliability and commitment to public service. Computer Literacy, Print and social media current affairs awareness. Journalistic writing skills, Investigative and reporting skills News gathering and interview skills

Duties: Research, write, and produce high-quality news articles, feature stories, speeches, and media content for print, digital, and broadcast platforms. Cover government programmes, events, and community engagements across the province. Provide accurate, timely, and compelling reporting on the work of the Premier and the Provincial Government. Develop and

maintain strong relationships with media houses and stakeholders. Contribute to content development for newsletters, websites, and social media platforms. Monitor media coverage and compile reports, including analysis of public sentiment. Support crisis communication and rapid response messaging when required. Ensure all communication aligns with government policies, protocols, and branding guidelines.

Enquiries: Mr. O Bogatsu/ Mr. I Mokaila Tel: (018) 388 4969/ 5828
E-Mail : ooprecruitment4@nwpg.gov.za

Post : Senior Employee Health & Wellness Practitioner
Salary : R413 001.00 per annum (Level 8)
Centre : Mmabatho
Ref No : NWP/OOP/2026/26

Job Purpose: To implement Employee Health and Wellness pillar programmes in the office of the Premier

Requirements: Three- year tertiary qualification in Social Work or Psychology at NQF level 6 and/or equivalent qualification (NQF level and credits). Registration with South African Council of Social Service Professions (SACSSP) as Social Worker or Health Professions Council of South Africa (HPCSA) as Registered Counsellor. 2 years' relevant experience in employee health and wellness of which 1 year should be at supervisory level. A valid driver's licence.

Knowledge, Skills and Competencies: Knowledge of Employee Health and Wellness Strategy for the Public Service, and all its related Policies. Knowledge of OHS Act. Knowledge of NSP on HIV and AIDS 2023-2028. Counselling skills, problem solving and Decision-making Skills, knowledge of computer, Interpersonal relationship, conflict resolution, project management, policy implementation, co-ordination and ability to chair a meeting. verbal and written communication skills, presentation skills. Planning and organizing skills. Analytical and facilitation skills, team player.

Duties: Implement and ensure compliance with policies and standards that regulate EHW and report on them. Management of HIV & AIDS/TB in the office. Provide support on Wellness management aspects. Provide Health and Productivity management services to OOP employees. Provide support on Sports and Recreation Management. Manage Bereavement and Workplace Violence including Gender Based Violence. Manage the effective functioning of the EHW Committee. Marketing the role of the EHW. Conduct needs assessment, Manage the infected and affected employees regarding health and wellness matters. Provide treatment and care support mechanisms. Render direct EHW services to employees of the office. Consult and train relevant stakeholders on EHW procedures. Conduct diagnostic assessments, short-term interventions, referral and follow-up services.

Enquiries: Ms. BC Maseng Tel: (018) 388 3440
E-Mail: ooprecruitment5@nwpg.gov.za

Post : Senior State Accountant
Salary : R413 001.00 per annum (Level 8)
Centre : Mahikeng
Ref No : NWP/OOP/2026/27

Purpose: To implement Management Accounting systems and procedures in the Office of the Premier

Requirements: Three-year tertiary qualification in Financial Management or Accounting at NQF level 6 and/or equivalent qualifications (NQF Level and Credits). 2 experience in Financial Management and Accounting of which 1 year should be at supervisory level.

Knowledge, Skills & Competencies: Public Finance Management Act; Public Service Regulations; Treasury Regulations. Basic Accounting systems; experience in cash flow, budgeting and expenditure control. Computer literacy skills (Excel, Word, PowerPoint); Communication skills (written and verbal)

Duties: Consolidate, check, collect and prepare financial support information for completion of the budgeting (MTEF) and planning purposes. Prepare requests for roll-over, virements/ shift processes, Adjustment budget estimates, monthly forecasting and produce adjusted cash flow. Coordinate management and monitoring of budget revenue and expenditure trends. Authorization of journals and the provision of revenue services.

Enquiries: Mr. N Rapoo, Tel: (018) 388- 2516
E-Mail : ooprecruitment6@nwpg.gov.za

Post : Senior Communication Officer: Branding and Marketing (Re-Advert)
Salary : R413 001.00 per annum (Level 8)
Centre : Mahikeng
Ref No : NWP/OOP/2026/28

Purpose: Provide an effective Marketing and branding Corporate Communication Strategy.

Requirements: Three-year tertiary qualification in corporate communication, public management at NQF level 6 and/or equivalent qualifications (NQF Level and Credits). 2 experiences in Communications/ Corporate Branding and Marketing 1 year should be at supervisory level. Computer literate in MS Word, MS Excel and PowerPoint. Valid Drivers 'license. The Incumbent must be willing to travel. A certificate in graphic design and relevant experience as layout artist and web development will be added advantage

Knowledge, Skills & Competencies: Knowledge of Corporate communication and marketing, good communication skills, Report writing skills, facilitate skills, Coordinate skills, Conflict resolution, problem solving, project management skills, Leadership and presentation, Interpret and innovative thinking and Research skills.

Duties: Implement an effective Marketing and branding Strategy. Coordinate Website content, update internal notice boards, Coordinate internal events. Develop marketing flyers, Posters etc. Coordinate Website Content. Arrange Website Content Management Forum quarterly meetings, Communicate organization's activities, products and/or services. Enhance the reputation of the North West Government Corporate brand: Ensure that district offices are well branded, Coordinate the process of procuring branding, business cards, corporate gifts, calendars and diaries, Implement concepts and projects plans, Write a well-researched articles for Corporate Communication Marketing materials and Publications, Attend and presents Communication plans during events plenary meetings, Develop branding plans, Regular/constant interaction with government clients, stakeholders, etc. Arrange exhibition and branding materials during outreach programme and events, Distribute information products during public events, Generate reports/ action plans after public meetings, Provide districts with branding and marketing support.

Enquiries: Mr Isaac Mokaila, Tel: (018) 388- 5828
E-Mail : ooprecruitment7@nwpg.gov.za

Post : Personal Assistant: DDG: Administration (Re-advert)
Salary : R338 106.00 per annum (Level 07)
Centre : Mmabatho
Ref No : NWP/OOP/2026/29

Job Purpose: To render a secretariat support service to the Deputy Director General.

Requirements: Three-year tertiary qualification in management assistant/ secretarial studies at NQF level 6 or any other relevant and equivalent qualifications as recognized by SAQA. 2 years' experience applicable to the relevant discipline.

Knowledge, Skills and Competencies: Knowledge of Prescripts / Policies. Good Communication (verbal and written), excellent customer relations, good telephone etiquette, computer literate, problem solving, report writing and interpersonal skills. Must have the ability to take initiatives, work independently and under pressure. Basic financial administration.

Duties: Provides secretarial and receptionist support services in the Office of the Deputy Director General. Manage the DDG's schedule of appointments and meetings. Render general administrative support services. Provides support to the DDG regarding meetings. Manage DDG's office budget. Manage the DDG's travel arrangements and handle all correspondence.

Keep abreast with of legislative prescripts/ policies & procedures applicable to the work terrain. Financial tasks: This can include managing the Office's expenses and keeping track of budgets.

Enquiries: Ms B Mofokeng Tel: (018) 388 1593/5502
E-Mail : ooprecruitment8@nwpg.gov.za

Post : District Coordinator: Provincial Council on AIDS(Re-Advert)
Salary : R338 106.00 per annum (Level 07)
Centre : Bojanala District
Ref No : NWP/OOP/2026/30

Purpose: To Coordinate and Monitor the Implementation of the District Multi-Sectoral Implementation Plan (PIP) on HIV, TB and STIs

Requirements Three - year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 2 years' applicable experience in the relevant field. A Valid driver's license.

Knowledge, Skills & Competencies: Knowledge of database management, Knowledge of HIV Strategies, legislation & policy frameworks, Knowledge of South African and Provincial environment with regard to HIV & AIDS. Knowledge of the Public Service Legislative Framework. Computer literacy skills in Excel, Word, PowerPoint and Reporting skills.

Duties: Mobilise and coordinate stakeholders for multi-sectoral response to HIV, TB and STIs; 1.1 Strengthen public-private partnership For Implementation of the Multi-Sectoral District Implementation Plan on HIV, TB and STIs; Provide secretariat services to the District AIDS Council; Monitor Implementation of the multi-sectoral District Plan and interventions on HIV, TB and STIs; Support and monitor the Civil Society Participation in the Multi-sectoral response to HIV, TB and STIs; Coordinate the Implementation of the Multi Sectoral District Implementation Plan.

Enquiries: Ms. S.M Mokgothu Tel: (018) 388 5096
E-Mail : ooprecruitment9@nwpg.gov.za

Post : Secretary: Provincial Human Resource Development
Salary : R237 453.00 per annum (Level 5)
Centre : Mmabatho
Ref No : NWP/OOP/2026/31

Job Purpose: To provide secretarial services to the Director of Provincial Human Resources development

Requirements: Grade 12 and/ or equivalent qualification as recognised by SAQA

Knowledge, Skills and Competencies: Understanding of government procurement procedures, Secretariat and administrative work, organisational knowledge and understanding and Computer application knowledge. Administrative and organisational skills, Document /record management, Oral and written communication skills, Procurement of goods and services, typing, bookkeeping and filing skills and Time management.

Duties: Provides Secretariat support services to the Director; Incoming mail received, recorded manually and filed within 1 day, Outgoing mail recorded, filed and dispatched within 1 day and manage the diary of the Director by updating Director's diary every day and send email as reminder to Director. Provide clerical support services to the Director; Manage meeting logistics by sending out meeting schedules, quarterly locate and book venues within 2 weeks, send out invitations before the meeting and take minutes of meetings and distribute minutes within 1 week of meeting for input. Provide support to the Director regarding meetings, arrange accommodation for the Director, Complete S&T claims for the Director, manage the reception area and procurement of goods and services in the Directorate. Draft the Director's weekly plan every Friday.

Enquiries: Ms. T.E Tihale Tel: (018) 388 1076
E-Mail : ooprecruitment10@nwpg.gov.za

Post : Administrative Clerk: Bursaries, Learnership and Internships Programmes
Salary : R237 453.00 per annum (Level 5)
Centre : Mmabatho
Ref No : NWP/OOP/2026/32

Job Purpose: To Implement Provincial Bursary policy; International Scholarships; Learnerships and Internship programmes.

Requirements: Grade 12 and/or equivalent qualification as recognised by SAQA.

Knowledge, Skills and Competencies: Knowledge of Provincial Bursary Policy, Management of human resources, Management of human and financial resources, Quality of work, Acceptance of responsibility, Knowledge on bursary administration and scholarships programmes, Good communication and report writing skills, Administrative and clerical procedures such managing files and records, designing forms, & others, Understanding of the Public Service Regulations, Constitution of the Republic of South Africa; The Public Service Act, 1994; Batho Pele principles; Labour Relations Act; NDP; The (PFMA) Public Financial Management Act; Employment Equity Act; Skills Development Act; Performance Management & Development System; Skills Development Levy Act. Good communication skills; - Report writing skills; - Planning, control and organizing; - Conflict resolution; - Problem solving skills; - Project management; - Leadership and Presentation, - Analytical and innovative thinking; - Computer literacy - Time management - Technical skills - Interpersonal - Flexibility; Computer knowledge and application.

Duties: Implement the Provincial Bursary Policy. Coordinate International Scholarships Programmes. Compile quarterly /annual reports coordinate Learnership / apprentices programme. Assess/analyse bursars' academic performance through interpretation of results and provide feedback. provide student support services. Compile bursary payments reconciliation reports.

Enquiries: Ms. T.E Tihale Tel: (018) 388 1076

E-Mail : ooprecruitment11@nwpg.gov.za