



# Office of the Premier

North West Provincial Government  
REPUBLIC OF SOUTH AFRICA



2<sup>nd</sup> 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: 04 OCTOBER 2024

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. 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>

**Post : Chief Director: Government Information Technology Officer**

**Salary : R1 436 022.00 per annum (all-inclusive package Level 14)**

**Centre : Mmabatho**

**Ref No : NWP/OOP/2024/11**

**Job Purpose:** To manage provincial government information technology services in the three spheres of government in the NWPG

**Requirements:** Three-year tertiary qualification in Information Technology at NQF level 7 and/ or equivalent qualifications (NQF level and credits), technical information technology qualifications will serve as an added advantage. Ten years extensive and vast experience in Information and Communication Technology of which 5 years must have been as Chief Information Officer and/ or Government Information Technology Officer.

**Knowledge, Skills and Competencies:** Excellent knowledge of ICT systems and ICT infrastructure with a background in designing, developing and implementing IT systems. Must be able to show a solid understanding of data analysis, budgeting and business operations. Must be able to demonstrate excellent organizational and leadership skills. Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management

Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus; Communication.

**Duties:** The management and development of Infrastructure solutions, server and network administration; Ensure the facilitation of the implementation of and adherence to the policies and strategies as contained in the different plans, policies, etc. Development of information and technology systems infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Rationalise unnecessary duplication and redundancy of information and technologies in the department. Ensure the promotion of common solutions for common requirements across the department. Ensure the Promotion of the utilisation of technology as a key enabler for the future in delivering information and Services and promote its use in the re-engineering / transformation of government service delivery. Oversee the provision of ICT customer relations services; Ensure the Change Management of the culture of the department to embrace an enterprise-wide information management and information technology approach. The visibility, strong and continuous support of senior managers responsible for ICT customer relations. Ensuring the development and training of the members in the department in relevant information technology matters. Oversee the provision and maintenance of information technology governance, planning and risk management; Oversee the implementation of corporate governance and management of enterprise architecture. Oversee the conducting of strategic and tactical(business) planning of the Information Technology unit.

**Enquiries: Mr. G.P Moholo, Tel: (018) 388 3752**

**E-Mail: [ooprecruitment1@nwp.gov.za](mailto:ooprecruitment1@nwp.gov.za)**

**Post : Director: Youth Enterprise Services**  
**Salary : R1 216 824.00 per annum (all-inclusive package Level 13)**  
**Centre : Mmabatho**  
**Ref No : NWP/OOP/2024/12**

**Job Purpose:** To manage and oversee the coordination and mainstreaming of youth development programmes in the province

**Requirements:** Three-year tertiary qualification in Public Management & Administration, Social Sciences and/or Development Studies at NQF level 7 and /or equivalent qualifications (NQF level and credits). Minimum of 5 years' applicable experience in the relevant field of which 6 to 7 years should be at middle management. Driver's Licence

**Knowledge, Skills and Competencies:** Relevant government legislation, policies and strategic frameworks; PFMA, LRA and PSA. Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.

**Duties: Duties:** Coordinate the development of and monitoring the implementation of Provincial Youth Action Plan in line with the Provincial & National Priorities. Promote the mainstreaming of youth development in government programmes. Establishment and maintenance of partnerships with relevant stakeholders. Monitor the sector specific youth catalytic programmes and projects. Management of the Directorate's resources.

**Enquiries: MS. C.N Modise**

**Tel: 018 388 1596**

**E-Mail: [ooprecruitment2@nwp.gov.za](mailto:ooprecruitment2@nwp.gov.za)**

**Post : Director: Older Persons and Persons with Disabilities**  
**Salary : R1 216 824.00 per annum (all-inclusive package Level 13)**  
**Centre : Mmabatho**  
**Ref No : NWP/OOP/2024/13**

**Job Purpose:** To manage and oversee the coordination and mainstreaming of Rights of Persons with Disabilities and of Older Persons in government programmes

**Requirements:** Three-year tertiary qualification in Public Management & Administration, Social Sciences and/or Development Studies at NQF level 7 and /or equivalent qualifications (NQF level and credits). Minimum of 5 years' applicable experience in the relevant field of which 6 to 7 years should be at middle management. Driver's Licence

**Knowledge, Skills and Competencies:** Relevant government legislation, policies, strategic frameworks including the relevant international and regional instruments, agreement and protocols; PFMA, LRA and PSA. Strategic capability and

leadership, Programme and project management, financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication

**Duties:** The coordination and development of the Provincial Action Plans for Persons with Disabilities and Older Persons in line with the Provincial & National Priorities. The mainstreaming of the rights of persons with disabilities and of older persons in government programmes. The Provincial Performance Monitoring and Evaluation of the Provincial Action Plans for Persons with Disabilities and Older Persons. Programs for the Rights of Persons with Disabilities and Older persons. Establishment and maintenance of partnerships with relevant stakeholders. Establishment and maintenance of partnerships with relevant stakeholders. Monitor the sector specific catalytic programmes and projects to older persons and persons with disabilities. Management of the Directorate's resources

**Enquiries: Ms. C.N Modise      Tel: (018) 388 1596**  
**E-Mail: [ooprecruitment3@nwpg.gov.za](mailto:ooprecruitment3@nwpg.gov.za)**

**Post : Director: E-Governance**  
**Salary : R1 216 824.00 per annum (all-inclusive package Level 13)**  
**Centre : Mmabatho**  
**Ref No : NWP/OOP/2024/14**

**Job Purpose:** To provide and maintain IT Governance, Planning, Risk and Quality Management

**Requirements:** An appropriate tertiary qualification in Information Technology / Systems / Computer Science or equivalent at an NQF level 7 (NQF level 7 as recognised by SAQA) and COBIT certification. 6-7 years' experience in Governance Risk and Compliance of ICT of which 5 years must be middle management experience.

**Knowledge, Skills and Competencies:** Knowledge of ICT Governance Frameworks such as CoBIT and Corporate Governance of the ICT Policy Framework (CGICTPF), Knowledge of Enterprise Architecture Frameworks such as Government Wide Enterprise Architecture (GWEA) and the Open Group Architecture Forum (TOGAF), Knowledge management, Service delivery innovation, Knowledge of economic and social development. Strategic capability and leadership, Programme and project management, financial management, change management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.

**Duties:** Implement the corporate governance of ICT and management of the enterprise architecture. Maintenance and development of IT Frameworks, policies, procedures, and standards. Monitor and report on the implementation of CGICTPF to the program manager for the North Provincial departments, and report on the Level of IT Governance capability / maturity achieved. Develop and manage the NWPG Enterprise Architecture capability. Manage the Strategic and tactical (business) planning of the Information Technology Unit and review of the Provincial IT Plan. IT Quality Management and maintenance of process standards. Develop and report on the implementation of the Post Audit IT Action Plan to the Program Manager for monitoring. Develop, manage, and maintain the IT Risk Register. Manage the engagements with IT Supplier/Vendors to establish sound relations and to monitor performance. Monitor and review the SLAs with Departments and ensure that service level meetings are conducted. Overseeing the development, implementation, and maintenance of software solutions or systems (internally developed) including SharePoint environment for the provincial departments. Manage and provide business and system analysis services to the provincial departments. Manage the development of the business functional requirements, systems specifications, business cases and user requirement specifications. Manage all aspects of the departmental IT programmes and projects against the agreed baseline (time, cost, and quality). Managing the directorate's resources efficiently, effectively, economically and in accordance with the relevant principles and policies.

**Enquiries: Mr. G.P Moholo, Tel: (018) 388 3752**  
**E-Mail: [ooprecruitment1@nwpg.gov.za](mailto:ooprecruitment1@nwpg.gov.za)**

**Post : Director: Forensic Coordination**  
**Salary : R1 216 824.00 per annum (all-inclusive package Level 13)**  
**Centre : Mmabatho**  
**Ref No : NWP/OOP/2024/15**

**Purpose:** To strategically manage and conduct forensic coordination in the Office of the Premier

**Requirements:** Three- year Diploma/Degree in Commerce/Law/Auditing/Forensics and/ or equivalent qualification (NQF level and Credits). 6-7 years' experience of which five (5) years must be at middle management.

**Knowledge, Skills and Competencies:** Knowledge of national, provincial and departmental legislation, policies and procedures. Extensive knowledge of fact-finding techniques and investigative procedures applicable to forensic Auditors/Investigators.

Knowledge of fraud risk assessment and forensic audit planning techniques. Knowledge of South African Legal System. Knowledge of Inter-governmental relations. Knowledge of HR and administrative systems and processes. Knowledge of financial management prescripts and processes. Strategic capability and leadership, Programme and project management, financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication

**Duties:** Manage forensic coordination strategies. Manage forensic services methodology. Marketing forensic services and role in Provincial strategic processes. Monitor case/project planning and execution. Manage the provision of reports and monitor progress in forensic coordination and performance and human resource management

**Enquiries: Enquiries: Mr. I Tselangoe**                      **Tel: (018) 388 4276**  
**E-Mail: [ooprecruitment5@nwpg.gov.za](mailto:ooprecruitment5@nwpg.gov.za)**

**Post : Director: Performance Monitoring and Reporting**  
**Salary : R1 216 824.00 per annum (all-inclusive package Level 13)**  
**Centre : Mmabatho**  
**Ref No : NWP/OOP/2024/16**

**Purpose:** To manage the Provincial Monitoring, reporting and Evaluation System

**Requirements:** Three-year bachelor's degree in public administration at NQF level 07 and/or equivalent qualification (NQF Level and credits). 6-7 years' experience of which five (5) years must be at middle management within the monitoring, reporting and evaluation environment. Driver's license

**Knowledge, Skills and Competencies:** Knowledge of Government Legislation, Local Government prescripts, PFMA, LRA, PSA and PSR. Strategic capability and leadership skills; People Management and Empowerment skills; Programme and project management Skills; Financial Management skills; Change Management and Knowledge Management skills. Computer skills.

**Duties:** Institutionalize performance monitoring in the province. Monitor performance reporting in the province. Monitor the implementation of infrastructure projects. Coordinate the implementation of Management Performance Assessment tool(MPAT) self-assessment and improvement. Develop and manage implementation of province wide monitoring and evaluation, frameworks, guidelines and policies, Develop M&E plan that translates PGDS/provincial priorities into measurable indicators and activities. Facilitate/coordinate reporting against provincial priorities, development indicators and Departmental and SOE APP's, On-site verification and monitoring of interventions linked to priorities and Manage and coordinate Cluster Programs

**Enquiries: Mr. B.P Maboe**                                      **Tel: (018) 388 4042**  
**E-Mail: [ooprecruitment6@nwpg.gov.za](mailto:ooprecruitment6@nwpg.gov.za)**

**Post : Director: ICT Infrastructure**  
**Salary : R1 216 824.00 per annum (all-inclusive package Level 13)**  
**Centre : Mmabatho**  
**Ref No : NWP/OOP/2023/17**

**Purpose:** To manage the development of infrastructure solutions, Server and Network

**Requirements:** Three-year tertiary qualification at NQF level 07 and/or equivalent qualification (NQF Level and credits) with relevant technical certifications. 5-10 years' experience of which five (5) years must be at middle management level.

**Knowledge, Skills and Competencies:** Strategic capability and leadership; People Management and Empowerment; Programme and project management; Financial Management; Change Management; Knowledge Management. Information management practices; Understanding of development thinking and practice; Monitoring and Evaluation systems and practices; Statistical information Practices. Leadership and monitoring, advanced computer and analytical skills, report writing, communication and facilitation skills, Project management skills. Experience in monitoring of data and information, systems and records, information analysis skills, information and computer modelling, statistical information presentation.

**Duties:** Management, administration and support of Provincial server environment. Management and support of Provincial Network Systems. The Administration of Information Technology Security. The management of maintenance of database and administration system. The administration of storage backup environment.

**Enquiries: Mr. G.P Moholo, Tel: (018) 388 3752**

**E-Mail: [ooprecruitment1@nwpg.gov.za](mailto:ooprecruitment1@nwpg.gov.za)**

**Post : Senior State Law Advisor (LP09 Specialist Legislation and Litigation)**  
**Salary : R1 132 806 per annum (OSD all-Inclusive package)**  
**Centre : Mmabatho**  
**Ref No : NWP/OOP/2024/18**

**Purpose:** To administer and provide sound legal services in the Office of the Premier and Provincial Departments.

**Requirements:** LLB or equivalent qualifications at NQF level 7. 5 years or more post experience in legislative drafting and litigation. Experience in Public Service and relevant prescripts, legal research and communication skills. Supervisory position held in the last five years. A valid driver's licence.

**Knowledge, Skills and Competencies:** Knowledge of Public Service Prescripts and legislative environment. Research and presentation skills, Communication skills both verbally and writing, ability to work independently and as part of a team. Computer literacy (MS Word, PowerPoint and Excel). Time management Skills, ability to work under pressure, travel when required and be eloquent, assertive and discipline.

**Duties:** Drafting, editing and certification of legislation. Provide litigation support and management to Provincial Departments. Provide general legal advice on matters affecting the office and other departments. Liaise with State Attorney. Provision of legal opinion and general legal advice. The performance of monitoring and evaluation of legislation and litigation pattern by Provincial Departments.

**Enquiries: Mr. GOB Ratshikana Tel: (018) 888 3058**

**E-Mail: [ooprecruitment8@nwpg.gov.za](mailto:ooprecruitment8@nwpg.gov.za)**

**Post : Deputy Director: Internal Control**  
**Salary : R811 560.00 per annum (all-inclusive package Level 11)**  
**Centre : Mmabatho**  
**Ref No : NWP/OOP/2024/19**

**Purpose:** To manage and facilitate the provision of Internal Control Services.

**Requirements:** Three-year auditing tertiary qualification at NQF level 7 (NQF level and credits) as accredited by SAQA. 6-7 years' experience of which three (3) years thereof should be at Assistant Director level as Internal Control manager. Certified internal Auditor with proof of registration / active membership with relevant professional bodies, i.e. IIA SA & Auditing experience with completed articles will serve as an added advantage. Code 8 driver's license.

**Knowledge, Skills and Competencies:** Knowledge of PFMA, Knowledge of Treasury Regulations, Knowledge of Internal Control Standards, Performance Information Framework, Knowledge of Public Service Regulations, Knowledge of supply chain management framework policy and any latest developments in this area. Strong business acumen, Management skills, Computer skills, Writing skills, basic accounting and Auditing skills.

**Duties:** Develop internal control charter and internal control standards. Coordinate the development of internal control processes in all key areas, standard operating procedures and policies to ensure compliance in the Office. Coordinate the development of post audit action plans for Internal and External audit assignments. Develop and manage a loss control system.

**Enquiries: Ms. T.M. Mooketsi Tel: (018) 888 4277**

**E-Mail: [ooprecruitment9@nwpg.gov.za](mailto:ooprecruitment9@nwpg.gov.za)**

**Post** : Deputy Director: Forensic Coordination  
**Salary** : R766 584.00 per annum (all-inclusive package Level 11)  
**Centre** : Mmabatho  
**Ref No** : NWP/OOP/2024/20

**Purpose:** To provide and conduct forensic coordination in the Office of the Premier

**Requirements:** Three- year Diploma/Degree in Commerce/Law/Auditing/Forensics and/ or equivalent qualification at NQF level 7 (NQF level and Credits). 6-7 years' experience of which three (3) years must be at Assistant Director Level. A Valid driver's license.

**Knowledge, Skills and Competencies:** Knowledge of national, provincial and departmental legislation, policies and procedures. Knowledge of fact-finding techniques and investigative procedures applicable to forensic auditors/Investigators. Knowledge of fraud risk assessment and forensic audit planning techniques. Knowledge of South African Legal System. Knowledge of Inter-governmental relations. Knowledge of HR and administrative systems and processes. Knowledge of financial management prescripts and processes. Research and legal writing skills, Good Forensic and interviewing skills, Excellent communication skills (verbal and written), Good Interpersonal relations skills, Good analytical and Problem solving skills, Presentation skills, Planning organizing and people management skills, Conflict resolution skills, Good Reporting skills, Policy formulation skills and Computer literacy skills

**Duties:** Conduct Forensic Coordination Methodology. Manage the successful investigation and prosecution of cases of fraud, theft and corruption. Conduct Coordination in the investigation of cases. Provide Reports and monitor progress in Forensic Coordination. Monitor Project Management in Forensic Investigation. Form liaison with other state law enforcement agencies in order to identify trends of fraud and corruption in the province. Coordinate prosecutions, misconduct enquiries and recovery in liaison with state law enforcement agencies. Monitor project management of forensic investigations performed by appointed service providers. Perform where required certain pre-investigation reviews establishing determined facts before a full investigation process is initiated.

**Enquiries: Mr. I Tselangoe**  
**E-Mail:** [ooprecruitment10@nwpg.gov.za](mailto:ooprecruitment10@nwpg.gov.za)

**Tel: 018 388 4276**

**Post** : Deputy Director: Organisational Development  
**Salary** : R849 702.00 per annum (all-inclusive package Level 11)  
**Centre** : Mmabatho  
**Ref No** : NWP/OOP/2024/21

**Job Purpose:** To develop Human Resource Strategies and ensure alignment of the organizational structure to the Departmental Strategic Plan.

**Requirements:** Appropriate three- year tertiary qualification at NQF level 7 and / or equivalent qualification (NQF level and credits).6-7 years' experience applicable to the relevant discipline of which 3 years should be at Assistant Director Level.

**Knowledge, Skills and Competencies:** Knowledge of Organisational development; Form design and control; Job evaluation system; Procedure and methods study; Compilation of management report; HR planning; Prescripts; Public Service Act and Public Service Regulations. Good Communication skills; Report writing skills; Planning and Organising; Facilitation skills; Coordination Skills; Conflict resolution; Problem solving skills; Project Management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking and Research skills.

**Duties:** The management of Organisational design services; Manage the process management and Improvement; Coordinate and facilitate the job evaluation function; Coordinate and Facilitate the assessment of functionality and capacity of the department to deliver on the mandate; Coordinate and analyse office accommodation need; The management and facilitation of the implementation of Service Delivery Programmes; Develop the operational plan in line with the strategic objectives of the sub-directorate; Management of Human Resources. Generic Objectives: Strategic Leadership; Policies and Strategies.

**Enquiries: Ms. M.M.Tembe**  
**E-Mail:** [ooprecruitment11@nwpg.gov.za](mailto:ooprecruitment11@nwpg.gov.za)

**Tel: Tel: (018) 388 3085**

**Post** : Deputy Director: Media Liaison and Feature Writing  
**Salary** : R849 702.00 per annum (all-inclusive package Level 11)  
**Centre** : Mmabatho  
**Ref No** : NWP/OOP/2024/22

**Job Purpose:** To provide media liaison management support services in the Office of the Premier

**Requirements:** Three-year tertiary qualification in communication at NQF level 7 and / or equivalent qualification (NQF level and credits). 6-7 years experience applicable to the relevant discipline of which 3 years should be at Assistant Director Level.

**Knowledge, Skills and Competencies:** Knowledge of media liaison; Understanding of Government policies, procedures and programmes. Public Service Regulations and Acts; Communicators' code of good conduct; Communication Policies and Strategies. Public Finance Management Act. Media plans formulations; Management people, project, and information; Problem solving; Writing and Editing skills; Presentation and Computer literacy.

**Duties:** Develop Media Plans for Office of the Premier activities and coordinate their implementation. Develop content for media advisories, media releases and media statements. Coordinate the hosting of Office of the Premier media briefings. Develop content for electronic and print media advertisements. Write feature articles for the media and government publications. Maintain an updated media database. Develop content for Office of the Premier social media accounts. Monitor implementation of the Provincial social media Policy by all provincial departments and municipalities. Produce and submit monthly and quarterly performance reports. Manage staff performance and assets allocated.

**Enquiries:** Ms. B Mohlakoana Tel: (018) 388 3705  
**E-Mail:** [ooprecruitment12@nwpg.gov.za](mailto:ooprecruitment12@nwpg.gov.za)

**Post** : Deputy Director: ICT Planning and Enterprise Architecture  
**Salary** : R849 702.00 per annum (all-inclusive package Level 11)  
**Centre** : Mmabatho  
**Ref No** : NWP/OOP/2024/23

**Requirements:** A bachelor's degree in information technology at NQF level 7 and/ or equivalent (NQF level and credits). 6-7 years' experience in information technology planning of which three (3) years must be at management level.

**Knowledge, Skills and Competencies:** Enterprise Architecture frameworks, especially Togaf 9.1, COBIT 5, DPSA Prescripts, and ICT International best practices. Advanced Computer literacy in Excel, Word, Power point, Report writing skills, Problem solving skills and Interpersonal relationship skills.

**Duties:** Development, coordinate implementation and monitoring of strategic and tactical IT plan in the Northwest Provincial Administration. The development of strategic and tactical IT plans for GITO. The development and management of an Enterprise Architecture capability for the Northwest Provincial Administration. To ensure that all the components of the organization, including business strategies, business processes, data architectures, and system architectures, are integrated, secure, and efficient. Coordinate and Consolidate reports. Management of staff.

**Enquiries:** Ms. B.V Bantsijang Tel: (018) 388 5612  
**E-Mail:** [ooprecruitment13@nwpg.gov.za](mailto:ooprecruitment13@nwpg.gov.za)

**Post** : Deputy Director: Investigation (x 2)  
**Salary** : R849 702.00 per annum (all-inclusive package Level 11)  
**Centre** : Mmabatho  
**Ref No** : NWP/OOP/2024/24

**Job Purpose:** To provide and coordinate comprehensive investigation management services in the NWPG.

**Requirements:** - Bachelor's degrees in LLB, Bcom, Forensic accounting, Criminal justice, or appropriate tertiary qualification at NQF level 7 and/ or equivalent qualifications (NQF level and credits). 6-7 years relevant experience of which 3 should be at Assistant Director level. Professional certification such as Certified Fraud Examiner (CFE) or equivalent will be an additional advantage.

**Knowledge, Skills and Competencies:** Must have an extensive knowledge of Public Service prescripts., PFMA and Treasury Regulations and Knowledge of relevant legislation and regulatory frameworks, Strong analytical and problem-solving skills. Excellent written and verbal communication skills. Ability to work independently and as part of a team. High level of integrity and ethical

standards. Proficiency in using investigation tools and software. Attention to detail and accuracy. Ability to handle sensitive and confidential information. Strong organizational and time management skills. Ability to work under pressure and meet deadlines. Good interpersonal, communication and presentation skills, be willing to travel extensively. Have a valid driver's license.

**Duties:** To conduct investigations on allegations of fraud, corruption, financial mal administration. Collect, preserve, and analyze evidence in accordance with legal and procedural requirements. Prepare detailed investigation reports and present findings to relevant authorities. Collaborate with other law enforcement agencies and other stakeholders to ensure effective resolution of cases. Provide expert testimony in disciplinary hearings and court proceedings as required. Develop and implement fraud prevention strategies and training programs. Maintain accurate records and ensure the integrity of the investigation process. Develop and maintain database management system.

**Enquiries:** Ms. S. Mpehlo      **Tel:** (018) 388 4039

**E-Mail:** [ooprecruitment14@nwpg.gov.za](mailto:ooprecruitment14@nwpg.gov.za)

**Post** : Assistant Director: Investigation(X2)

**Salary** : R444 036.00 per annum (Level 09)

**Centre** : Mmabatho

**Ref No** : NWP/OOP/2024/25

**Job Purpose:** To provide and coordinate comprehensive investigation management services in the NWPG.

**Requirements:** Bachelor's degrees: LLB, B com, Forensic accounting, Criminal justice or appropriate tertiary qualification at NQF level 7 and/ or equivalent qualifications (NQF level and credits). 3 - 5 years' experience applicable to the relevant discipline of which 2 years should be at supervisory level. Professional certification such as Certified Fraud Examiner (CFE) or equivalent will be additional advantage.

**Knowledge, Skills and Competencies:** Must have knowledge of Public Service prescripts, PFMA and Treasury Regulations and knowledge of relevant legislation and regulatory frameworks. Ability to conduct awareness training. Report writing Skills. Communication skills both verbally and writing, ability to work independently and as part of a team. High level of integrity and ethical standards. Computer literacy. Time management Skills. Ability to work under pressure, be willing to travel extensively. Have a valid driver's license.

**Duties:** To conduct investigations on allegations of fraud, corruption, financial maladministration. Liaise with other law enforcement agencies. Compile comprehensive reports with recommendations. Monitor the implementation of the recommendations by the respective clients. Compile performance reports. Maintain accurate records and ensure the integrity of the investigation process.

**Enquiries:** Ms. S. Mpehlo      **Tel:** (018) 388 4039

**E-Mail:** [ooprecruitment15@nwpg.gov.za](mailto:ooprecruitment15@nwpg.gov.za)

**Post** : Assistant Director: Internal Control (x2)

**Salary** : R444 036.00 per annum (Level 09)

**Centre** : Mmabatho

**Ref No** : NWP/OOP/2024/26

**Job Purpose:** To provide Internal Control and Compliance services in the Office of The Premier.

**Requirements:** Three-year auditing tertiary qualification at NQF level 6 (NQF level and credits). 3-5 years' applicable experience in internal control of which 2 years must be at supervisory level.

**Knowledge, Skills and Competencies:** Knowledge of PFMA, Knowledge of Treasury Regulations, Knowledge of Internal Control Standards, Performance Information Framework, Knowledge of Public Service Regulations, Knowledge of supply chain management framework policy and any latest developments in this area. Good Communication skills, Computer skills, writing skills, basic accounting skills and Auditing skills

**Duties:** Monitoring the implementation of internal control standards and processes, standard operating procedures, policies, prescribed frameworks and administrative controls to ensure compliance. Manage processes to detect, prevent and report fraud allegations and losses, fruitless, wasteful, and irregular expenditure. Monitor implementation of post audit action plan for Internal and External audits assignments. Develop systems to safeguard financial and non-financial records as prescribed.

**Enquiries:** Ms. T.M. Mooketsi      **Tel:** (018) 888 4277

**E-Mail:** [ooprecruitment16@nwpg.gov.za](mailto:ooprecruitment16@nwpg.gov.za)



**Post : Assistant Director: Management Accounting**  
**Salary : R444 036.00 per annum (Level 09)**  
**Centre : Mmabatho**  
**Ref No : NWP/OOP/2024/27**

**Job Purpose:** To facilitate financial planning, monitoring and reporting process

**Requirements:** Three-year diploma/degree in Financial Management / Public Finance / Economics at NQF level 7 or equivalent qualification in the relevant field (NQF level and credits). 3-5 years' applicable experience to the relevant field of which 2 years must be at supervisory level.

**Knowledge, Skills and Competencies:** Understanding and application of the following prescripts: Public Finance Management Act, Treasury Regulation, Knowledge of Public Services Act and Regulations, GRAP, Annual Financial Statement Guidelines (MCS & AMD), National Treasury Practice Notes, Provincial MTEF guidelines, Budget Circulars, Computer literacy skills in Excel, Word and PowerPoint and Reporting skills. Numeric Skills, ability of paying attention to detail, Ability to perform routine tasks, Financial Good People Skills, Problem Solving, Communication (written and verbal).

**Duties:** Facilitate financial management policies, processes and procedure. Conduct medium- and long-term financial planning in line with the MTEF processes. Compilation of budget estimates, monthly forecasting, project planning and produce adjusted cash flow. Monitor and report on expenditure trends. Facilitate the provision revenue services. maintain departmental budget process; Analyze and consolidate inputs received from the respective programme's MTEF budget, adjustment estimates and rollover of funds. Identify departmental priorities and projects in terms of the annual performance plan and conduct analysis thereof. Capture MTEF budget on budget database and in BAS. Capture adjustment estimates. Conduct project plan appraisals. Prepare report required for monitoring of the departmental budget; Analyze and consolidate departmental annual cash flow projections. Analyze and consolidate departmental IYM report including variance explanations. Manage budget and expenditure misallocations. Ensure that approved shifts and virements are captured accurately in BAS, IYM and expenditure reports. Prepare budget oversight and related reports. Prepare appropriation statements as input to the financial statements. Monitor and report on project progress. provide budgetary support service to the department; Provide departmental budgetary support, analysis, advice and guidance. Analyze and respond to budget related enquiries. Facilitate budget bilaterals and training on budget related issues. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all the sub-ordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management and safekeeping of assets in the official's area of responsibility.

**Enquiries: Mr. N Rapoo                      Tel: (018) 888 2516**  
**E-Mail: [ooprecruitment17@nwpg.gov.za](mailto:ooprecruitment17@nwpg.gov.za)**

**Post : Information Security Officer: ICT Security**  
**Salary : R 376 413.00 per annum (Level 08)**  
**Centre : Mmabatho**  
**Ref No : NWP/OOP/2024/28**

**Purpose:** To Implement and Administer ICT Security within the North West Provincial Government network

**Requirements:** Three-year tertiary qualification at NQF level 6 in Information systems, Technology and computer Science or equivalent qualification (NQF and credits). 2- 4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level.

**Knowledge, Skills and Competencies:** Knowledge of Security Standards and ICT environment Mainframe security. Advanced computer literacy skills; Reporting Skills; Coordination; Problem Solving; Project Management; ability to interpret and apply policy; Analytical and innovative thinking; Research

**Duties:** The Administration and Monitoring of ICT Security Policy. The monitoring of Information Security. The controlling of physical security in the Information Technology environment. The Administration and Monitoring of the security programme.

**Enquiries: Ms. B.V Bantsijang                      Tel: (018) 388 5612**  
**E-Mail: [ooprecruitment18@nwpg.gov.za](mailto:ooprecruitment18@nwpg.gov.za)**

**Post : Senior Mainframe Operator**  
**Salary : R 376 413.00 per annum (Level 08)**  
**Centre : Mmabatho**  
**Ref No : NWP/OOP/2024/29**

**Job Purpose:** To provide and monitor storage backup environment in the NWPG

**Requirements:** Three-year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level.

**Knowledge, Skills and Competencies:** Knowledge of information and communication technology, Infrastructure technologies, Configurations Software requirements, Network operating systems, Memory management and integration, Knowledge of methods, tools, equipment and material used in server equipment testing, repair and maintenance. Good Communication skills, good telephone etiquette, Report writing skills, Computer skills. Problem solving skills, Project management, Leadership and presentation

**Duties:** To render mainframe operations and storage environment. Provide salary reports and documents distribution. Rendering of system availability. Implementation of procedures to improve mainframe performance. The provision of backup and restores.

**Enquiries: Mr. D.S Mtotoba** **Tel: (018) 388 4149**  
**E-Mail: [ooprecruitment19@nwpg.gov.za](mailto:ooprecruitment19@nwpg.gov.za)**

**Post : Personal Assistant: Chief Director: GITO**  
**Salary : R308 154.00 per annum (Level 7)**  
**Centre : Mmabatho**  
**Ref No : NWP/OOP/2024/31**

**Job Purpose:** To render a secretariat support service to Chief Director: Government Information Technology Officer.

**Requirements:** Three-year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications. 2-3 years' experience applicable to the relevant discipline.

**Knowledge, Skills and Competencies:** Knowledge of Prescripts / Policies. Knowledge of financial administration. Knowledge of computer. Good Communication skills. Good telephone etiquette. Report writing skills. Computer skills and Problem-solving skills.

**Duties:** Provides a secretariat / receptionist support service to the manager. Render administrative support services. Provides support to manager regarding meetings. Support the manager with the administration of the manager's budget. Keep abreast with regard to the prescripts/ policies & procedures applicable to the work terrain.

**Enquiries: Ms. B.V Bantsijang** **Tel: (018) 388 5612**  
**E-Mail: [ooprecruitment21@nwpg.gov.za](mailto:ooprecruitment21@nwpg.gov.za)**

**Post : Secretary: Management Accounting**  
**Salary : R216 417.00 per annum (Level 5)**  
**Centre : Mmabatho**  
**Ref No : NWP/OOP/2024/32**

**Job Purpose:** To provide secretarial services to the Director Management Accounting

**Requirements:** Matric and 1-2-year National Higher Certificate in Office Administration/ Secretarial at NQF level 5 or equivalent qualification. 0-2 year's relevant experience in office administration and/or secretarial field.

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

**Duties:** Provides Secretarial 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

**Enquiries: Mr. N Rapoo**                      **Tel: (018) 888 2516**  
**E-Mail: [ooprecruitment22@nwpg.gov.za](mailto:ooprecruitment22@nwpg.gov.za)**

**Post** : **Secretary: Provincial Council on AIDS**  
**Salary** : **R216 417.00 per annum (Level 5)**  
**Centre** : **Mmabatho**  
**Ref No** : **NWP/OOP/2024/33**

**Job Purpose:** To render secretarial support service to the Director.

**Requirements:** 1-2 years National Higher Certificate in a relevant discipline at NQF level 5 and/ or equivalent qualifications (NQF level and credits). 0-2 years' experience applicable to the relevant discipline

**Knowledge, Skills, Competencies Knowledge:** Knowledge of Secretarial services, typing, reporting writing and office management and Knowledge of prescripts public service regulations and PFMA, supply chain management. Planning and organisation, Communication skills, Ability to operate computer, Ability to type and Interpersonal relations

**Duties:** Provide a secretarial / receptionist support service to the manager; receive telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Record appointments and events in the diary of the director. Type documents for the director and other staff within the unit on a word processor and Operate office equipment like fax machines and photocopiers. Provide clerical support services to the director; Attend to corporate administration functions and loading of reports. Liaise with travel agencies to make travel arrangements and make follow-ups. Arrange meetings and events for the director and staff in the unit. Scrutinize routine submission / report and take notes or recommendations to the director. Attend to corporate administrative functions and loading of report. Process travel and subsistence claims for the director. Processes all invoices that emanates from the activities of the work of the director. Records minutes of the meeting of the director. Drafts routines correspondence and reports. Receives records and distribute all incoming and outgoing documents. Handles the procurement standard items like stationary, refreshments and other activities and collect all relevant documents to enable the director to prepare for meetings. Provide support to manager regarding meetings; Scrutinizes documents to determine actions / documents / other documents required for meetings. Collect and compile all necessary documents for the manager to inform him / her on the content. Records minutes / decisions and communicate to relevant role players, follow up on progress made. Prepare briefing notes for the manager as required and coordinate logistics arrangements for meetings when required. Knowledge of the procedures and processes that apply in the office of the Director.

**Enquiries: MS. C.N Modise**    **Tel: 018 388 5078**  
**E-Mail: [ooprecruitment23@nwpg.gov.za](mailto:ooprecruitment23@nwpg.gov.za)**