

# OFFICE OF THE PREMIER

## Chief Director: Performance Monitoring and Evaluation

Salary Centre Ref : R1 042 500.00 p.a. (all inclusive package) Level 14 : Mahikeng : M/321/11

**Requirements:** 3 year tertiary Degree/National Diploma in Public Administration/ Management or equivalent qualification. 6-10 years relevant work experience of which 5 years must be in senior managerial level with proven managerial skills. Exceptional knowledge on the development of government policies, procedures and prescripts. Proven extensive experience in strategic management processes. Ability to work in a highly pressured environment. Thorough understanding of policy analysis, formulation and interpretation. Understanding of the relevant public service policies and statutes.

**Duties:** The management and facilitation of the implementation of Provincial Performance, Monitoring and Evaluation programmes. The management and coordination of the implementation of integrated provincial monitoring and information systems. The management and coordination of provincial policy and research. Manage Human, Financial and Physical resources.

Enquiries: Mr. J.T. Mawelela, Tel 018 388 2696

## Director: Stakeholder Management, Cooperative Governance and Protocol

Salary Centre Ref : R864 177p.a. (all inclusive package) Level 13 : Mahikeng : M/321/2

**Job Purpose:** To manage and coordinate the implementation of Stakeholder Management Cooperative Governance.

**Requirements:** 3 year tertiary Degree/National Diploma in Public Administration/ Management or equivalent qualification. 6-10 years relevant work experience of which 5 years must be in middle or senior managerial level. **Competencies:** Ability to efficiently communicate verbally and non-verbally. Astute writing and reporting skills. Analytical and decision making with strategic thinking. Understanding of the relevant public service policies and statutes.

**Duties:** To management and coordination of International Relations and Intergovernmental Relations. The management and coordination of protocol services. Manage Human, Financial and Physical resources.

Enquiries: Mr. T.J. Mawelela, Tel 018 388 2696

## Deputy Director: Financial Administration

Salary Centre Ref : R657 558.00 p.a Level 11 (All Inclusive Package) : Mahikeng : M/321/3

**Job Purpose:** To provide Financial Administration Services.

**Requirements:** A bachelor's degree/National Diploma in Accounting and/or equivalent (NQF level and Credits), 5 - 7 years' experience in financial accounting experience of which 3 years should be at a supervisory level. Experience in preparation of financial statements, practical knowledge and understanding of modified cash standard and GRAP as well as PFMA and Treasury regulations. Ability to meet deadlines and work under pressure.

**Duties:** Preparations and submission of interim and annual financial statements. Handle audit queries. Manage creditors payments processes. Manage payroll and S & T claims. Manage reconciliation of creditor's payments, tax, payroll, suspense accounts and 3<sup>rd</sup> party transactions. Development of financial procedures. Maintain financial records

Enquiries: B.T. Magabe, Tel 018 388 1978

## Deputy Director: Service Delivery x 2

Salary Centre Ref : R657 558.00 p.a Level 11 (All Inclusive Package) : Dr. Ruth Segomotsi Mompati District (Vryburg) and Dr Kenneth Kaunda District (Klerksdorp) : M/321/4

**Job Purpose:** To coordinate Service Delivery, Monitoring and Interventions

**Requirements:** A bachelor's degree/National Diploma in Public Administration/ Management and/or equivalent (NQF level and Credits), 5 - 7 years' relevant experience of which 3 years should be at a supervisory level. Ability to efficiently communicate verbally and non-verbally. Accurate writing and reporting skills. Analytical and decision making with strategic thinking. Understanding of the Public Service statutes and application thereof.

**Duties:** Coordinate the roll out of the households and community engagements plans in the District. Develop Services and interventions in response to the identified on the profile and assess referrals on the District Setsotsoke Operation Centre. Consolidate the verification reports on resolutions facilitated in the District. Facilitate the publication of the case on Semphete and verify the Service Delivery agencies database registered in the District Setsotsoke Operation Centre. Develop the FSDM Schedule for the District and facilitate the following: The feedback meeting for assessed sites with the relevant sectors. The impact assessment of the public participation programmes in the District. The writing and submission of the articles on Semphete newsletter.

Enquiries: Mr. A. M. Gaetsosiwwe, Tel 053 928 0358 and Ms N Nobatana, Tel: 018 464 2300  
**Note:** Candidates must indicate which position they are applying for.

## Deputy Director: Support Desk Services

Salary Centre Ref : R657 558.00 p.a Level 11 (All Inclusive Package) : Mahikeng : M/321/5

**Job Purpose:** To provide ICT Support Services within the Department

**Requirements:** A bachelor's degree/National Diploma in Information Technology and/or equivalent (NQF level and Credits), 5-7 years experience in a medium to large IT environment of which 3 years should be at a supervisory level. Professional IT Certification will serve as an added advantage. Knowledge and understanding of government policies, prescripts, COBIT qualification will be an added advantage. **Skills:** Strong written and verbal Communication skills, Good customer relations, People management skills, Understanding of Desktop and Network support field. Good judgement and decision making

**Duties:** Develop and maintain a Help Desk Service Function. Effective and efficient management and supervision of the Helpdesk team, including interns. Track performance statistics and produce monthly and quarterly reports, coupled with an annual improvement plan. Assess need for any system reconfigurations, based on request trends and make recommendations. Communicate important service and government announcements to the clients. Participate in SLA engagements with Departments. Participate in the Directorate's Strategic Planning engagements. Mentor and develop the Helpdesk staff. Identify, recommend, develop, and implement end user training programs to increase computer literacy and self-sufficiency. Collaborate with other Departments on Helpdesk matters.

Enq: Mr. M. Tola, Tel: 018 388 3135

## Deputy Director: Strategic Planning, Monitoring and Evaluation

Salary Centre Ref : R657 558.00 p.a Level 11 (All Inclusive Package) : Mahikeng : M/321/6

**Job Purpose:** To Manage and Facilitate Strategic Planning, Monitoring and Evaluation.

**Requirements:** A bachelor's degree/National Diploma in Public Administration/ Public Management and/or equivalent (NQF level and Credits), 5 - 7 years appropriate of which 3 years should be at a supervisory level. The ideal candidate will have proven strategic capability and leadership; project and programme management; problem-solving; change management and management of diversity in a dynamic transformation and reforming environment.

**Duties:** The management and implementation of Strategic Planning Services. The management and implementation of monitoring and Evaluation services. The analysis of organizational performance strategic inputs. Perform other duties as delegated from time to time.

Enquiries: Mr. A.J. Muthopi, Tel: 018 388 5735

## Deputy Director: Human Resource Development and Performance Management and Development System

Salary Centre Ref : R657 558.00 p.a Level 11 (All Inclusive Package) : Mahikeng : M/321/7

**Job Purpose:** To provide optimal development and performance management of the Departmental human resources

**Requirements:** A bachelor's degree/National Diploma in Human Resource Management/ Development or equivalent (NQF level and Credits), 5 - 7 years' experience in Human Resource Management, Development and Performance Management environment of which 3 years should be at a supervisory level. Valid driver's license. Knowledge and

understanding of legislative framework governing Human Resource Management in the Public Service. Knowledge of PERSAL will serve as an added advantage. Good interpersonal relations skills, sound analytical, facilitation and presentation skills. Attention to detail. Willingness to work extended hours.

**Duties:** Development and implementation of Human Resource Development and Performance Management policies, processes and procedures. Management and implementation of Leadership, Internship, Orientation/ Induction and Bursary programmes. Management and administration of employee training. Development and implementation of Workplace Skills Plan. Human Resources Development and Performance Management reporting. Overall management and administration of employee performance. Manage resources allocated to the Sub Directorate. Handle Human Resources Development and Performance Management records, audits and queries.

Enquiries: Ms. G.W Lebeke, Tel: 018 388 3507

## Deputy Director: Employee Performance Management

Salary Centre Ref : R612 822.00 p.a Level 11 (All Inclusive Package) : Mahikeng : M/321/8

**Job Purpose:** To manage the implementation of Performance Management System

**Requirements:** A bachelor's degree/National Diploma in Human Resource Management/ Development and/or equivalent (NQF level and Credits), 5 - 7 years' experience in Human Resource Management and Development environment of which 3 years should be at a supervisory level. Knowledge and understanding of legislative framework governing Human Resource Management in the Public Service. HR Auditing skills; Analytical skills applied on the PERSAL Management Information reports; PERSAL System based auditing of Personnel and Salary Administration transactions.

**Duties:** The development and monitoring of performance management framework. The administration of performance rewards and expenditure. Coordination of probationary reports. The maintenance of performance management database. Provision of technical advice and assistance on performance management issues.

Enquiries: Ms. G.W Lebeke, Tel: 018 388 3507

## Chief Investigating Officer

Salary Centre Ref : R657 558.00 p.a Level 11 (All Inclusive Package) : Mahikeng : M/321/9

**Job Purpose:** To provide and coordinate comprehensive forensic management services.

**Requirements:** A bachelor's degree/ Laws and/ or equivalent related qualification (NQF level and Credits), 5 - 7 years' experience in the investigation of allegations of corruption, fraud and financial administration and forensic / criminal offences of which 3 years should be supervisory level. An additional qualification in Labour Law, Forensic and/ or Criminal investigation as well as an experience in auditing and fraud investigation will serve as an added advantage. Must have an extensive knowledge of Public Service Prescripts, time Management skills, ability and willingness to work under pressure, adhere to prescribed time frames, good interpersonal, communication and presentation skills, and be computer literate. Candidate must be assertive, disciplined and have integrity, be of sound judgment, able to use discretion in dealing with secret and confidential matters and will be required to travel extensively. Have a valid driver's license.

**Duties:** To conduct investigations of allegations of corruption, fraud, financial administration and of forensic/ criminal offences. Liaise with law enforcement agencies relating to criminal investigations. Compile systematic and comprehensive reports with recommendations. Monitor the implementation of the recommendations by the respective clients. Prepare and present reports/statements and evidence on cases investigated. Coordinate, monitor and evaluate outsourced projects. Coordinate and/or partner with stakeholders in conducting related capacity building programmes. Compile performance reports, manage and supervise the performance of junior employees.

Enquiries: Ms. M. Mphahle, at Tel: 018 388 4039

## Deputy Director: Geographic Information System (OSD)

Salary Centre Ref : R684 069.00 - R977 883.00 p.a (All Inclusive Package) : Mahikeng : M/321/10

**Job Purpose:** To research, design and implement innovative GIS technology and applications in the province

**Requirements:** A Bachelor's Degree/National Diploma in GISc and/ Cartography or equivalent related qualification. 3 years post qualification Technical (GISc) experience and 5 - 7 years in statistical information (management and analysis) of which 3 years should be at a supervisory level. Compulsory registration with PLATO as a GISc Technician. The ideal candidate must have proven project and programme management; presentation skills, good communication skills, problem-solving; change management and management of diversity in a dynamic transformation and reforming environment. A valid driver's license.

**Duties:** Research, design and implement GIS technology and applications. Provide GISc advisory and technical support services to departments and municipalities. Manage GISc database and data warehousing. Analyse the spatial data and information design. Plan, coordinate and facilitate GISc projects mapping in the province.

Enquiries: Mr. M.E. Magakwe, Tel: 018 388 2272

## Deputy Director: Strategic Planning and Support

Salary Centre Ref : R657 558.00 p.a Level 11 (All Inclusive Package) : Mahikeng : M/321/11

**Job Purpose:** To coordinate and monitor integrated planning in the Province

**Requirements:** A bachelor's degree/National Diploma in Public Administration/Public Management and/ or equivalent (NQF level and Credits). Driver's license. 5 - 7 years' appropriate experience of which 3 years should be at a supervisory level. The ideal candidate will have proven strategic capability and leadership; project and programme management; presentation skills, good communication skills, problem-solving; change management and management of diversity in a dynamic transformation and reforming environment.

**Duties:** Coordinate and provide support to departments in the development of Strategic and Annual Performance Plans. Coordinate and provide support to departments on MPAT KPA 1 in the province. Provide support to municipalities in the development of IDPs and SDBIPs. Assess departments' Strategic and Annual Performance Plans for alignment against Treasury Guidelines, National and Provincial Priorities. Assess Municipal IDPs and SDBIPs for alignment against the IDP Guidelines, National, Provincial Priorities. Develop and report the Provincial Spatial Development Framework (PSDF), as well as, coordinating the alignment of Municipal Spatial Development Frameworks to the PSDF.

Enquiries: Mr. M.E. Magakwe, Tel: 018 - 388 2272

## Assistant Director: System and Data Management

Salary Centre Ref : R334 545.00 p.a, Level 9 : Mahikeng : M/321/12

**Requirements:** A bachelor's degree/National Diploma in Statistics/Economics/ Mathematics and/ or Equivalent related qualification (NQF level and Credits), 3-5 years' experience in the Monitoring and Evaluation in a systems related environment of which 2 years should be at a supervisory level. A thorough understanding of policy and administrative processes of government. Good interpersonal and communication skills. Report writing and computer skills. An analytical thinker with problem solving skills. Proven leadership qualities with strong strategic and operational management thinking.

**Duties:** Coordinate the implementation and maintenance of the Provincial Monitoring and Evaluation information system across the Province. Monitoring and analyzing Departmental APP performance information on the Provincial M&E System. Coordinate capacity building activities across the Province. Coordinate Management Performance Assessment Tool (MPAT) programme across the Provincial Departments. Collect and collate statistical data to inform the assessment of Provincial Government performance against priority outcomes. Analyse the performance of Provincial Departments against priority outcomes. Produce annual and quarterly assessment reports and communicate findings to relevant stakeholders.

Enquiries: Mr. U. Kraak, Tel: 018 388 2096

## Office Manager to DDG: Institutional Development & Support

Salary Centre Ref : R334 545.00 p.a, level 9 : Mmabatho : M/321/13

**Requirements:** Three year Degree/ National Diploma in Administration or equivalent qualification. Three to five years relevant experience of which three years must be on a supervisory level. Working knowledge of the functioning of the three spheres of Government. Knowledge and understanding of Public Service Policies and Procedures. Competencies: Communication; Writing good personal relations, sound organizational and managerial skills. Computer literate. Ability to act with tact and discretion. Willingness to work extended hours. Ability to work under pressure.

**Duties:** Provide administrative support to the office of the Deputy Director-General. Perform secretarial services to the Deputy Director-General's meetings. Co-ordinate submissions and agenda items for meetings. Manage the Deputy Director-General's Schedule/ Itinerary. Arrange Deputy Director-General's meetings. Ensure effective and professional liaison within the Branch, Clients Departments and stakeholders. Strict management of correspondence to and from the Deputy Director-General's office. Ensure follow-ups on tasks assigned to managers. Monitor the Deputy Director-General's task list.

Enquiries: Mr. S.B. Chuma Tel. 018 388 3099

## Assistant Director: Human Resource Administration

Salary Centre Ref : R334 545.00 p.a, Level 9 : Mahikeng : M/321/14

**Requirements:** A bachelor's degree/National Diploma in Human Resource Management and/ or equivalent (NQF level and Credits), 3-5 years' experience in the Human Resource Administration field of which 3 years at Senior Personnel Practitioner level. PERSAL controller course will be an added advantage. 3-5 years' extensive experience in PERSAL system and knowledge of SCC. Ability to interpret HR policies and decisions. Planning and coordinating skills. Good communication skills and interpersonal relations.

**Duties:** Render support advice and support to line management and personnel on HR matters. Manage and administer remuneration and all employees' benefits. Manage the implementation of HR policies, systems and procedures. Co-ordinate and perform recruitment, selection and placement for the Department. Perform Personnel Controller function. Development of departmental HR Policies. Manage staff in terms of their Key Performance Areas.

Enq: Mr PK Letebejana, Tel 018 388 3741

## Senior State Accountant: Financial Administration

Salary Centre Ref : R281 418.00 p.a (Level 8) : Mahikeng : M/321/15

**Requirements:** A Bachelor's degree or National Diploma in Financial Management with Accounting as one of the major subjects as well as at least three or more year experience in budgeting and expenditure management. Preference will be given to candidates with appropriate experience who have in-depth knowledge of the Basic Accounting System (BAS), experience in cash flow or budgeting and expenditure control Working knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulations.

**Duties:** Ensure that the budget is captured correctly and accurately in the BAS system. Assist in the preparation of the monthly expenditure reports for the business units. Assist in the completion of monthly reports to Treasury. Assist in identifying potential cost saving opportunities in order to limit fruitless expenditure. Investigating expenditure misallocation and processing of journals. Assist the Budget managers in collecting/ obtaining relative financial budgetary information to execute the budget management function. Assist in arranging Budget Control Committee (BCC) meetings. Assist in preparing a variety of financial/ budgetary reports and statistics. Collect/deliver budget related documentation from and to other divisions, formations, directorates and sections. Ensure that the requirements of the Public Finance Management Act and Treasury Regulations as well as departmental financial policies and procedures are adhered to. Supervise subordinates

Enquiries: Ms. B.T. Magabe, Tel: 018 388 1978

## Senior Accounting Clerk: Financial Administration

Salary Centre Ref : R211 194.00 p.a. (level 7) : Mahikeng : M/321/16

**Requirements:** A three year Degree or National Diploma in Financial Accounting with two or more years' appropriate experience. Ability to interpret relevant policies such as PFMA, Treasury Regulations and other relevant legislation. Extensive experience and knowledge of BAS and PERSAL. Ability to work under pressure and meet deadline. High level of computer literacy.

**Duties:** Reconciliation between BAS and PERSAL. PERSAL EBT control account and suspense accounts. Clear salary and debt related suspense account. Complete and submit annual and bi-annual tax reconciliations. Bank reconciliation. Administration of IRP5

Enquiries: Ms. B.T. Magabe, Tel: 018 388 1978

## Administration Clerk: Reconciliation Healing and Renewal

Salary Centre Ref : R152 862.00 p.a, level 5 : Mahikeng : M/321/17

**Requirements:** Grade 12 and at least 2-3 years' relevant experience in Office administration Ability to work in a team. Good personal relations. Ability to communicate verbally and in written form. Ability to operate a switchboard. Computer literacy.

**Duties:** Render effective, efficient and professional reception support services (provide assistance and guidance to visitors, organize refreshments for visitors, maintain a register of incoming correspondence and distribution thereof). Perform switch board operation services (ensure proper functioning of the switchboard, attend to outgoing and incoming calls). Perform related duties assigned by the supervisor. Render general administration support services. Provide supply chain clerical services within the office of the Directorate. Provide personnel administration support services.

Enquiries: Mr. T. Ramashilabele, Tel: 018 388 3855

## Driver/Messenger

Salary Centre Ref : R119 154.00 p.a (Level4) : Mahikeng : M/321/18

**Requirements:** Grade 10, 2-5 years experience in messenger service and driving. Ability to keep confidential information. Good interpersonal relations and communication skills. Valid driver's licence with Professional Driver's Permit (PDP).

**Duties:** Drive heavy, light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all required and prescribed records and logbooks with regard to the vehicle and goods handled. Render clerical support/messenger service in the relevant Office i.e collect and deliver documentation and related items, copy and fax documents) or collection of incoming and outgoing documents. Distribution of mail. Carry out other duties as directed by supervisor. Assist with the transportation of officials to workshops, seminars and meetings.

Enquiries: Mr. M.J. Tselangoe Tel 018 388 4276

## Cleaner

Salary Centre Ref : R90 234.00 p.a (Level2) : Vryburg : M/321/19

**Requirements:** ABET Level 4 and Basic Literacy, 2 - 4 years experience relating to cleaning services. Experience in the operation of cleaning equipment. Good communication and interpersonal relations skills.

**Duties:** Provision of general cleaning services. Create a clean working Environment. Prepare boardrooms for meetings.

Enquiries: Mr. A. Gaetsosiwwe, Tel 053 528 0358

**Applications:** Applicants must be forwarded for attention: The Director General Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

**Note:** The Office of the Premier is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Applications must be accompanied by 283, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. **Late, faxed and e-mailed applications will not be considered.** Qualifications of the successful candidate will be verified. The successful candidate will be required to undergo security screening. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority.

**CLOSING DATE: 26 MAY 2017**