

**dedect**

Department:
Economic Development, Environment,
Conservation and Tourism
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



NWDC Building, Cnr. University
& provident Street, Mmabatho
Private Bag X15
MMABATHO, 2735

HUMAN RESOURCE MANAGEMENT AND DEVELOPEMENT

Enquiries: Vuyisile Mkhokheli
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Email: vjmkhokheli@nwpg.gov.za

THE NORTH WEST DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION, AND TOURISM

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) e.g. Whites, Indians, Coloureds, Africans and other marginalized groups. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representivity will receive preference.

APPLICATIONS : Completed newly subscribed Z83 application forms and the Comprehensive CV quoting the relevant reference number, may either be hand-delivered to Department of Economic Development, Environment, Conservation and Tourism, NWDC Building, Cnr University Drive and Provident Street, Mmabatho, 2745 or Use the correct Email as referenced in each advert,
E-mail: ApplicationsDEDECT1-7@nwpg.gov.za (1-7),
Email: ApplicationsDEDECT8-10@nwpg.gov.za (8-10) and
E-mail: dedectapplications@nwpg.gov.za (11-15).

CLOSING DATE: 7 November 2025, (Posted, Handed and E-mailed Applications must have reached The Department by 16h30 pm Walk-in and 00h00 Mid-night online (late submissions as a rule, will not be accepted). **PLEASE NOTE:** On the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All attachments for Online Submission must include Only Z83 Form and Updated Curriculum Vitae be in PDF Format, as one document. Failure to do so, your application will be disqualified. **COMPLIANCE:** It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, the form is obtainable from any Public Service Departments or on the DPSA Website, www.dpsa.gov.za. Part A must be fully completed by the applicant, indicate correct advertised Post name and Reference number, Centre, Notice period on the z83 form. Z83 form part of Declaration must be signed, dated and initialed only on the first page. The Z83 Form must be accompanied by a recently updated/ detailed Curriculum Vitae and include three (3) names contactable referees. The personal details and the subjects of relevant qualification, should be mentioned on the CV, also clearly indicating current positions held in a sequence dates. Outline or provide sufficient information about related experience and key responsibilities with respective dates. Part B, C and D must be fully completed. Part E, F and G do not need to be completed if the CV has provided the updated information. Part F is compulsory to be completed for applicants seeking re-employment into Public Service.

PLEASE NOTE: It is a responsibility of a Person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) only when shortlisted. Only shortlisted candidate(s) for post will be required to submit certified documents on or before the day of the interview. Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion (Nyukela) obtain via this link: <https://www.thensg.gov.za>. Failure to submit the requested information will result in your application not being considered. The e-mailed applications will be accepted. Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. Applicant's previous information as background/reference checks will be verified through contactable referees. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, asset records, qualifications verification and vetting. The Department reserves the right not to make any appointments to the advertised posts. The successful candidate will enter into an annual performance agreement and annually disclose his/her financial interest. **NB:** All shortlisted candidate(s) for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job. Recommended candidate(s) will be required to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. **NB:** Communication and Correspondence will be limited to short-listed candidates only. If you do

not receive any response from us within three months after the closing date, please accept that your application was unsuccessful.

POST : **DIRECTOR TOURIST GUIDING AND REGULATORY SERVICES REF NO: 01/DEDECT/2025/NW**

SALARY : R1 266 714 per annum. The inclusive remuneration package consists of a **basic** salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate will be required to enter into an employment contract and performance agreement.

CENTRE : **Head Office - Mafikeng**

REQUIREMENTS: Matric (Grade 12) Certificate plus Bachelor's degree in Tourism Management, related field or equivalent (NQF Level 7). Must have at least minimum of five (5) years' experience in middle management. A valid driver's license. **Competencies:** Proven strategic planning and advance Project Management. Flexibility to work awkward hours and weekends, proven coordination and project management skills. Ability to work with diverse internal and external stakeholders. Advanced computer literacy such as excel and power point. **Knowledge:** In-depth knowledge in tourism related policies, strategies Extensive knowledge and understanding of the tourism value chain. In-depth knowledge of prescripts and processes applicable within the Public Service like Public Financial Management Act. Good understanding of the Provincial Tourism dynamic.

DUTIES: Legislative appointment as Provincial Registrar and all related duties, Provincial Tourism Complaints Officer, Investigate and report on all the complaints and report to National, Represent the Province at the Registrars Forum at National. Management the Directorates Financial and Human Resources, strategic management, project and programme management, the development of systems for the registration of tourist guides across all the districts. Manage compliance with applicable legislative requirements for registration of tourist guides and tourism business. Manage and facilitate the resolution of tourism complaints. Administer the reported tourism complaints in liaison with the Director. Coordinate the implementation of training, capacity building programmes, workshops, seminars for tourist guides and/or tour operators etc. across the province. Coordinate the implementation of enforcement compliance awareness inspections with different stakeholders.

ENQUIRY; **Ms Sarah Manone: 018 388 5512**
Use the correct E-mail: dedectapplications@nwpg.gov.za

POST : **DEPUTY DIRECTOR: INTERNAL COMMUNICATIONS REF NO: 02 /DEDECT /2025/NW**

SALARY : **R896 436 per annum (Level 11) All- Inclusive Package**

CENTRE : **Head Office - Mahikeng**

REQUIREMENTS: Matric (Grade 12) certificate plus Bachelor's degree in Communications / Public Relations / Marketing / Journalism (NQF Level 7). Three (3) years' first level / middle management relevant experience .**Competencies** Knowledge: Knowledge: The Government Communication and Information System ; Government Communication strategies and policies; Public Finance Management Act; Public Service Regulations; Public Service Act; Public Service Code of Conduct; All Labour Legislations; Departmental policies and procedures; Corporate governance; Minimum Information Security Standard; Batho Pele Principles. Skills: Communication. Creative Writing. Editing and proofreading. Computer literacy. Management. Analytical. Project Management. Conflict Management.

DUTIES : Manage Internal Communications. Manage Corporate Identity, Publications and Graphic Design Services. Manage Website, Intranet and Social Media Pages. Manage Internal Event Services including promotional material. Manage resources in the Sub-Directorate.

Enquiries: **Mr Jeremiah Matebesi: 018 3881335**
Use the correct E-mail: dedectapplications@nwpg.gov.za

POST : **DEPUTY DIRECTOR: LIQUOR ADMINISTRATION REF NO: 03/DEDECT/2025/NW**

SALARY : **R896 436 per annum (Level 11) All- Inclusive Package**

CENTRE : **Head Office - Mahikeng**

REQUIREMENTS: Matric (Grade 12) Certificate plus bachelor's degree in law/public administration/ Business Administration/Management or equivalent (NQF 7). A minimum of 3 years' first level/middle management experience in the regulatory environment, experience in liquor related field will be an added advantage. A valid driver's license. **Competencies** Ability to interpret and apply policies and guidelines, preferably in legislative framework. Highly motivated analytical individual who has the ability to work independently. Good verbal and written communication skills. Excellent Organizational, planning and management skills. Computer literacy and research skills. Understanding of government policies. Good interpersonal and customers skills. Ability to work in a team and under pressure. Extensive knowledge and understanding of PFMA, PAJA, PAIA, POPIA the National and Provincial liquor legislation.

DUTIES : Manage and oversee the Liquor Administration Sub-directorate; Manage the overall Administration pertaining to applications of liquor licenses and ensure implementation of liquor legislation and policies. Ensuring all applications are received, recorded and validated. Monitor liquor application system and generate reports. Manage the provision of secretariat support and administrative services of the liquor board. Manage all correspondences and complaints. Ensure that all board resolutions are communicated. Understanding on implication of court papers. Communicate with all relevant stakeholders. Manage the finances of the sub unit. Manage the provision of liquor renewals and revenue services. Submit monthly and quarterly reports.

ENQUIRIES : **Ms. Khumo Taoana Tel No: 018 388 5959**
Use the correct E-mail: dedectapplications@nwpg.gov.za

POST : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 04/DEDECT/2025/NW**

SALARY : **R896 436 per annum (Level 11) All- Inclusive Remuneration Package)**

CENTRE : **Head Office - Mahikeng**

REQUIREMENTS: Matric (Grade 12) Certificate plus Bachelor's Degree in Social Work/Psychology or equivalent. (NQF 7) Minimum three (3) years' first level/middle management experience in Employee Health and Wellness (EHW) environment. Registration with Health Professions Council of South Africa (HPCSA) or South African Council for Social Services Professions (SACSSP). Must be in possession of a valid driver's licence. **Competencies:** Knowledge of Employee Health and Wellness Strategic Framework in the Public Service and its related policies. Knowledge of Occupational Health and Safety Act, and COIDA Act Problem solving and good communication skills. Planning and organising skills. Writing and analytical skills. Computer literacy. Facilitation and presentation skills. Project Management skills.

DUTIES : Manage the implementation of Occupational Health, Safety and Environmental Management strategies and programmes. Manage the implementation of HIV and AIDS, TB and other communicable diseases. Ensure implementation of prevention, support and treatment care programmes. Manage the implementation of Health and Productivity Management programmes. Manage and facilitate the implementation of the Employee Health and Wellness Management programmes. Develop Policies and Standard Operating Procedures to guide the implementation of (EHW); HIV, TB and STI's; Safety,

Health, Environment, Risk and Quality; as well as; Health and Productivity Management programmes. Management of staff.

ENQUIRIES : **Mr. Vuyisile Mkhokheli Tel No: (018) 388 5008**
Use the correct E-mail: dedectapplications@nwpg.gov.za

POST : **DEPUTY DIRECTOR: ADMINISTRATION SUPPORT AND CO-ORDINATION MEC**
SUPPORT REF. NO 05/DEDECT/2025/NW

SALARY : **R896 436.00 per annum (Salary Level 11 All-Inclusive Remuneration Package)**
CENTRE : **Head Office Mahikeng**
REQUIREMENTS: Matric (Grade 12) Certificate plus appropriate bachelor's degree or equivalent. (NQF7) A minimum of three (3) years first level/middle management relevant experience.
Competencies: Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Working knowledge of the administrative processes in the Office of the Executive Authority. Proven management competencies. Report writing skills. Presentation skills. Computer literacy. Problem solving skills.

DUTIES : Manage the administrative and coordination activities within the office of the Executive Authority. Manage the procurement and maintenance of equipment's and administer the budget in the office of the executive authority. Manage the Logistical support in the office of the executive authority for meetings and related activities. Render a Cabinet/Executive council support service to the executive authority. Liaise with internal and external role-players matters relating to the Portfolio of the Executive authority. Ensure quality control of the work delivered and managing the distribution of documents and submissions to the relevant Legislature and standing/portfolio committees. Provide operational leadership for administrative support services in the office Executive Authority (EA). Plan, coordinate, organise and facilitate provision of registry and all frontline and customer care services. Plan, coordinate and provide general supervision of the employees in the office of the executive authority. Assist office of the Executive Authority with role playing on stakeholder service.

ENQUIRIES : **Mr. Vuyisile Mkhokheli Tel No: (018) 388- 5008**
Use the correct E-mail: dedectapplications@nwpg.gov.za

POST : **DEPUTY DIRECTOR: TOURISM GROWTH AND DEVELOPMENT**
REF NO: 06/DEDECT/2025/NW

SALARY : **R896 436.00 per annum (Salary Level 11 All-Inclusive Remuneration Package)**
CENTRE : **Dr Ruth Mompoti Segomotsi Mompoti**
REQUIREMENTS: Matric (Grade 12) Certificate plus Bachelor's Degree in Tourism Management,/ Development Studies, /Sustainable Development or equivalent. (NQF7)Minimum of 3 years first level/middle management relevant experience. Stakeholder co-ordination and management at provincial and local level. Advanced project management expertise. Advanced Knowledge of the Tourism industry, related Legislation and Policies. A valid driver's license. **Competencies /Knowledge/Skills:** Knowledge in tourism related policies, strategies and guidelines. In-depth knowledge of government planning, norms, standards and applicable legislation. Public service finance management and reporting systems. Project management techniques, systems. Risk Management. Project management. Proven strategic planning. Planning and organizing skills. Research and analyzing skills to be able to interpret the feasibility study, viability studies and market intelligence predicting which direction tourism development should take. Presentation skills. Financial Management. Excellent Communication skills. Negotiation skills. Good computer literacy.

DUTIES: Undertake tourism development needs assessment in the district. Design and roll out support measures to enhance tourism development and promotion in the district. Coordinate the Departments programmes and activities in the districts. Develop and roll out an effective tourism stakeholder framework and advisory system. Attend and present plans, strategies of the department at district and local structures. Manage the operations of the district office.

ENQUIRIES: Mr Tlhopane Nthatsi: 018 388 5970
Use the correct E-mail: dedectapplications@nwpg.gov.za

POST : **MANAGER IN THE OFFICE OF THE HOD REF NO: 07/DEDECT/2025/NW**

SALARY : **R896 436.00 per Annum Level 11 (All-Inclusive Salary Package)**
CENTRE : **Head Office – Mahikeng**

REQUIREMENT : Matric (Grade 12) Certificate plus bachelor's degree in public administration/or Equivalent (NQF7) Minimum of three (3) years' first level/middle management Experience in Related Field. Proven experience in supervisory position preferable in the office of the Executive management/ Accounting officer. Driver's Licence. **Competency:** Report Writing Skills. Good Verbal and Written Communication Skills. Understanding and Interpretation of Public Service Policy and Cluster System. Strategic Planning. Good Interpersonal Customer Relations Skills. Computer Operational Skills and Knowledge of Microsoft Programmes. Financial Management. Ability to Work as a Team and Under Pressure.

DUTIES : Manage The Incoming And Outgoing Documents And Correspondence In The Office Of HoD. Liaise With Internal Clients And Other Relevant Stakeholders For Information. Provide Administration Support And Secretariat Services To The HoD. Prepare Annual Schedule To Facilitate And Coordinate H.O.D Meeting. Manage the HoD 'S Office Budget and ensure that Procurement of Goods and Services Is in line with the procurement legislative framework.

ENQUIRES : Mr. Vuyisile Mkhokheli: Tel No: 018 3885008
Use the correct E-mail: dedectapplications@nwpg.gov.za

POST : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 08/DEDECT/2025/NW**

SALARY : **R896 436.00 per annum (all-inclusive package Level 11)**
CENTRE : **Head Office - Mahikeng**

REQUIREMENTS: Matric (Grade 12) Certificate plus three (3) year auditing tertiary qualification or equivalent (NQF 7), three (3) years' first level/middle management experience in the relevant field. Auditing experience with completed articles will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of PFMA, Knowledge of treasury regulations, Knowledge of public services regulations, Knowledge of supply chain management framework policy and any latest developments in this area. Good communication skills, computer skills, writing skills, accounting skills and auditing skills.

DUTIES : Manage the development and monitor implementation of standard operating procedures, policies, and administrative controls to ensure compliance. Identify potential strategic and operational risks in the financial management environment, recommend, and implement mitigation strategies. Manage processes to detect, prevent and report losses, fruitless, wasteful, and irregular expenditure. Ensure coordination of internal and external audits in the office. Ensure the implementation of improvement plans. Management of fraud and loss factors. Manage the retention of financial records.

ENQUIRIES : Mr. Oduetse. Diutlwileng Tel No: (018) 388 5927
Use the correct E-mail: dedectapplications@nwpg.gov.za

<u>POST</u>	:	<u>SCIENTIST PRODUCTION GRADE B – ECOLOGIST REF NO: 09/DEDECT/2025/NW</u>
<u>SALARY</u>	:	R866 304 per annum (OSD Determination)
<u>CENTRE</u>	:	Head Office – Mahikeng
<u>REQUIREMENTS:</u>		Matric (Grade 12) Certificate plus M.Sc. Biological science or Conservation Biology. Minimum of 14 years' experience in Ecology as scientists. Working experience in a government or research environment is required, as is proven experience in running conservation related projects. Valid drivers' license code 08 (EB). Must be registered with SACNASP in relevant field as required by OSD. Competencies: Through understanding of Ecology principles in the fields of Zoology, botany and conservation biology focusing on herbivores. Thorough understanding/experience of the application, evaluation and implementations of carrying capacity models. Through understanding/experience of conducting ecological surveying techniques collecting data for modeling purposes. Thorough understanding of the principles and application of GIS. Sound understanding of the principles of experimental design and statistics. Ability to manage, motivate and mentor staff to ensure maximum productivity and optimal development of skills. Demonstrate the ability to effectively communicate and interface with a wide variety of stakeholders (public, scientists, staff etc.) including the ability to chair meeting, run workshops, deliver scientific and popular papers. Strategic thinker with the ability to priorities and adapt according to circumstances. Knowledge of CITES and RED DATA species. Ability to work effectively as a leader and part of multi- disciplinary teams. Must be physically fit and willingly and able to undertake strenuous fieldwork.
<u>DUTIES</u>	:	Provide sound ecological information on herbivores as an ecologist and advice to Department on all aspects of biodiversity conservation, biodiversity projects and relevant legislative inter actions. Initiate, coordinate and undertake biodiversity research projects and programmes that provide information contributing to better understanding of species and ecosystems and that support conservation management decisions. Design and undertake monitoring programmes to evaluate conservation goal attainment and the effectiveness of management interventions.
<u>ENQUIRIES</u>	:	Mr. Willem Boshoff Tel No: 018 389 5204 Use the correct E-mail: dedectapplications@nwpg.gov.za
<u>POST</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER: GRADE A (ENVIRONMENTAL INFORMATION MANAGEMENT AND REPORTING) REF NO: 10/DEDECT/2025/NW</u>
<u>SALARY</u>	:	R612 480 per annum (OSD Determination)
<u>CENTRE</u>	:	Head Office – Mahikeng
<u>REQUIREMENTS:</u>		Matric (Grade 12) Certificate plus 4-year degree (NQF 7) majoring in the field of Information Management or Environmental Management or equivalent. Minimum of ten (10) years' experience in environmental management and information management. Experience in use of spatial data. Valid drivers' licence code 08 (EB). Competencies: Knowledge on environmental indicators. Sound knowledge of South African Environmental Legislation, Policies, Protocols and Interventions. Knowledge of various other national, local and provincial government laws, strategies and plans affecting the environment (e.g. NDP, PDP, EIP). General awareness of environmental issues. Knowledge on Public Service delivery and of Batho Pele principles. Advanced computer literacy in MS Office (MS Word, MS Excel, and MS Outlook). Experience in the use of GIS software. Good verbal and written communication skills. Environmental indicators framework. Database management. Data processing and interpretation skills. Managerial skills: project Management skills, financial management analytical skills. Time management skills. Conflict management skills. Report writing skills. Personal attributes: conscientious, dedicated, innovative, organised and ability to meet deadlines. Ability to work in a team and independently.
<u>DUTIES</u>	:	Provide effective reporting services for the Programme Environmental Services eg. Reporting on implementation of the Environmental Sector Local Government Implementation Plan, Compilation and submission of departmental Monthly, Quarterly and

Annual reports for Chief Directorate. Liaise with stakeholders on all aspects of environmental reporting. Coordinate Strategic Planning activities for the Chief Directorate. Develop an integrated state of the environment reporting system including the collection of data and development of provincial environmental performance indicators. Support the state of environment reporting at local level. Participate and provide input into relevant National and Provincial Forums. Develop and maintain an integrated Environmental Information Management System, including GIS, to support reporting, spatial information, environmental permitting, impact assessments and various information systems as required by legislation. Overall management of information management system projects and other related projects. Mapping, storage and processing of spatial data in line with the District Development Model and DPME guideline. Perform administrative duties related to the post and assist with budget inputs and planning. Manage staff and resources within the sub-directorate.

ENQUIRIES : Ms Tharina Boshoff Tel No: 079 511 2320
Use the correct E-mail: dedectapplications@nwpg.gov.za

POST : **CONTROL BIODIVERSITY OFFICER: GRADE A BIODIVERSITY PERMITTING AND CRIMINAL INVESTIGATIONS REF: 11/DEDECT/2025/NW**

SALARY : R612 480.00 per annum (OSD Determination)
CENTRE : Mahikeng
REQUIREMENTS: Matric (Grade 12) Certificate plus Bachelor's degree (NQF7) in Nature Conservation in Nature Conservation/Environmental Management Sciences/Natural Sciences or equivalent • Additional National Diploma in Policing Science and/or EMI certificate will be an added advantage • At least three (3) years' experience in Biodiversity Regulatory at supervisory level • A valid driver's license. **Competencies:** • Knowledge of sustainable use of natural resources and ecosystems, alien and invasive species, cites and threatened or protected species • Criminal Case Management competencies • Ability to testify and adduce evidence in court • Extensive knowledge of the Promotion of Administrative Justice Act and Criminal Procedure Act • Conversant with contents of legislative frameworks governing biodiversity management and conservation • Ability to use computers, verbal & written communication, report writing, work in and outdoors under pressure, and extensive driving.

DUTIES: The successful candidate will be required to manage Biodiversity Permitting and Investigation Sub-directorate of the North West Province • Management of nature conservation based investigations and the permitting processes within the Province • Management and generation of the provincial biodiversity permitting, administrative and criminal cases statistics for reporting purposes at both provincial and national levels • Management of the provincial elephant tusk and rhino horn stock • Establish and manage provincial wildlife crime forums with various stakeholders, and facilitate of the intelligence driven investigation processes • Represent the province at national and international forums Biodiversity • Prepare monthly, quarterly and annual reports.

ENQUIRIES : Mr Jonathan Denga, Tel. (018) 389 5527
Use the correct E-mail: dedectapplications@nwpg.gov.za

POST : **CONTROL ENVIRONMENTAL OFFICER GRADE A: WASTE MANAGEMENT REF: 12/DEDECT/2025/NW**

SALARY : R612 480 per annum (OSD Determination)
CENTRE : Head Office Mahikeng
REQUIREMENTS: Matric (Grade 12) Certificate plus Minimum of three(3) Year Degree in Environmental Management/ Science or Natural Science or equivalent. Minimum of 4 years' appropriate experience in an area after obtaining the relevant qualification. **Competencies:** Environmental legislation, regulations and policy formulation. Monitoring techniques for

waste facilities. Basic knowledge of environmental issues, Interpretation of legislation, good communication skills (verbal and written), Project management skill, Problem-solving, Computer literacy, report-writing and evaluation skills; ability to work under pressure, time conscious, teamwork, dedicated and trustworthy. It is compulsory to have driver's license. Basic GIS is as added advantage,

DUTIES : Manage the development and implementation of Provincial integrated waste management plans (IWMP); Support municipalities and industries in the development and implementation of their Integrated Waste Management Plans (IWMPs). Manage the implementation of strategies and programs to promote the waste management hierarchy. Manage response to emergency incidents and complaints pertaining to waste activities. Management and evaluation of the Waste Management License applications (including Section 24 G, Basic Assessment Report, Scoping Reports, Variations, Renewals, Reviews, Surrender and Registration of Waste management activities with Norms and Standards) and undertake site inspection, in reaching legally defensible decision within operational plan timeframe and uploaded on National Environmental Authorization System. Manage the implementation of Waste Information system in the province. Perform and manage administrative and related functions

ENQUIRIES : **Ms. Basadi Moselakgomo: 0722405551**
Use the correct E-mail: dedectapplications@nwpg.gov.za

POST : **CONTROL ENVIRONMENTAL OFFICER: GRADE A (CLIMATE CHANGE) REF: 13/DEDECT/2025/NW**

SALARY : **R612 480 per annum (OSD Determination) - 12 Months contract**
CENTRE : **Mmabatho**

REQUIREMENTS: Matric (Grade12) certificate plus four-year degree in Environmental Sciences (Natural/Physical/Environmental Sciences).. Minimum of ten (10) years' post-qualification experience in environmental management with a focus on or experience in climate change. Valid driver's license). **Competencies** Sound knowledge of: Development and implementation of environmental policies, legislation, strategies, action plans and standards; Provincial strategies and implementation plans affecting climate change; Public service delivery and Batho Pele principles; Environmental issues specifically with climate change mitigation and adaptation measures. Relevant skills: Project management, budgeting and financial management; Managerial and supervisory abilities; Stakeholder engagement, Negotiation and conflict management; Advanced written and verbal communication and report writing; Computer literacy, including GIS and MS Office. Personal attributes: conscientious, dedicated, innovative, organised and able to meet deadlines; capable of working both independently and in a team.

DUTIES : Oversee project management, human resource management and financial management of the sub-directorate. Coordinate climate change policy development processes, programmes, projects and initiatives at departmental and provincial levels. Develop legislated tools, policies, procedures, systems and guidelines to guide decision-making in line with the Climate Change Act 2024. Track progress on provincial climate change responses and ensure targets in the North West Climate Change Response Implementation Plan are met. Integrate climate change considerations into strategies and planning processes at provincial and local government levels. Conduct and commission research to support climate change policy development and decision-making. Participate in and support national, provincial and local climate change forums and comment on related legislation, policies and strategies. Lead stakeholder consultations and capacity-building sessions within provincial and local government; organise and deliver workshops, seminars and presentations to government, business, civil society and other stakeholders. Provide leadership, human resource and financial management to the sub-directorate, including project management, budgeting, expenditure and procurement processes. Prepare and to E submit monthly and quarterly reports and contribute to planning and evaluation processes.

ENQUIRIES : **Ms Tharina Boshoff Tel No: 079 511 2320**
Use the correct E-mail: dedectapplications@nwpg.gov.za

<u>POST</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF 14/DEDECT/2025/NW</u>
<u>SALARY</u>	:	R556 356.00 per annum (OSD Package) - (NB: This is a re-advertisement, candidates who previously applied are encouraged to re-apply)
<u>CENTRE</u>	:	Head Office – Mahikeng
<u>REQUIREMENTS:</u>		Grade 12 Certificate or equivalent plus LLB Degree or equivalent relevant qualification. At least eight (8) years appropriate post qualification legal experience. Extensive experience at Supervisory level in Civil Litigations, legislative drafting, drafting of legal opinions, labour relations practices in the Public Service, contract drafting and interpretation. Valid driver's license Competencies: Sound knowledge of the legislative frameworks that governs the operations of the public services environment. A sound knowledge of on the drafting of legislations and regulations. A sound knowledge on the interpretation of statutes and regulations and other legal instruments. A sound knowledge on formulating legal advice and opinions in relation to legislations and regulations. A comprehensive knowledge on the process of legislative drafting. A comprehensive knowledge on the drafting and interpretation of policies. Skills: Good interpersonal relations. Report writing. Case investigation and project management skills. Good conflict resolutions and mediation skills. Computer literacy. Ability to work in a team as well as independently. Communication skills. Ability to conduct research on legislative and civil litigation processes.
<u>DUTIES:</u>		Study the impact and implications of Legislations and Regulations and advice the Department accordingly. Examine the various forms of Legislations and Regulations that impact upon the Department and determine whether there is a need to amend or repeal same. Interpret, draft and/or facilitate the amendment or repeal of laws and subordinate legislations. Drafting of legal advice and opinions in relation to legislations and regulations. Manage the legislative review process in collaboration with the State Law Advisers. Edit and certify legislations in collaboration with the State Law Advisers Office. Render legal support services in respect of litigation matters for and against the Department. Furnish legal advice and opinions on litigation matters that affect the Department. Perform generic management functions
<u>ENQUIRIES:</u>		Adv. Itumeleng Mosiapo, tel. (018) 388-5839 Use the correct E-mail: dedectapplications@nwpg.gov.za
<u>POST</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: ADAPTATION REF: 15/DEDECT/2025/NW</u>
<u>SALARY</u>	:	R498 816 per annum (OSD Determination) - 12 Months contract
<u>CENTRE</u>	:	Head- Office – Mahikeng
<u>REQUIREMENTS:</u>		Matric (Grade12) certificate plus four-(4) year's degree in Environmental Sciences (Natural/Physical/Environmental Sciences) Minimum of five (5) years' post-qualification experience in environmental management with a focus on or experience in climate change. Valid driver's license Competencies: Sound knowledge of: Development and implementation of environmental policies, legislation, strategies, action plans and standards; Provincial strategies and implementation plans affecting climate change; Public service delivery and Batho Pele principles; Environmental issues specifically with climate change mitigation and adaptation measures. Relevant skills: Project management, budgeting and financial management; Managerial and supervisory abilities; Stakeholder engagement, Negotiation and conflict management; Advanced written and verbal communication and report writing; Computer literacy, including GIS and MS Office. Personal attributes: conscientious, dedicated, innovative, organised and able to meet deadlines; capable of working both independently and in a team.
<u>DUTIES</u>	:	Guide and co-ordinate elements of the development and implementation of climate change policies, procedures, systems and guidelines with a specific focus on adaptation. Support the development of legislated tools, policies, procedures, systems and guidelines to guide decision-making in line with the Climate Change Act 2024. Track progress on provincial climate change responses and ensure targets in the North West Climate

Change Response Implementation Plan are met. Support the integration of climate change into strategies and planning processes at provincial and local government levels. Conduct and commission research to support climate change policy development and decision-making. Participate in and support national, provincial and local climate change forums and comment on related legislation, policies and strategies. Support stakeholder consultations and capacity-building sessions within provincial and local government; organise and deliver workshops, seminars and presentations to government, business, civil society and other stakeholders. Perform administrative duties including providing inputs into monthly and quarterly reporting and contributing to planning and evaluation processes.

ENQUIRIES: Ms Tharina Boshoff Tel No: 079 511 2320 Use the correct E-mail: dedectapplications@nwpg.gov.za

POST : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: MITIGATION REF: 16/DEDECT/2025/NW**

SALARY : R 498 816 per annum (OSD Determination) - 12 Months contract

CENTRE : **Mmabatho**

REQUIREMENTS: Matric (Grade 12) certificate plus four-year degree in Environmental Sciences (Natural/Physical/Environmental Sciences). Minimum of five (5) years' post-qualification experience in environmental management with a focus on or experience in climate change. Valid driver's license. **Competencies:** Sound knowledge of: Development and implementation of environmental policies, legislation, strategies, action plans and standards; Provincial strategies and implementation plans affecting climate change; Public service delivery and Batho Pele principles; Environmental issues specifically with climate change mitigation and adaptation measures. Relevant skills: Project management, budgeting and financial management; Managerial and supervisory abilities; Stakeholder engagement, Negotiation and conflict management; Advanced written and verbal communication and report writing; Computer literacy, including GIS and MS Office. Personal attributes: conscientious, dedicated, innovative, organised and able to meet deadlines; capable of working both independently and in a team.

DUTIES: Guide and co-ordinate elements of the development and implementation of climate change policies, procedures, systems and guidelines with a specific focus on mitigation (energy efficiency, renewable and cleaner technologies). Support the development of legislated tools, policies, procedures, systems and guidelines to guide decision-making in line with the Climate Change Act 2024. Track progress on provincial climate change responses and ensure targets in the North West Climate Change Response Implementation Plan are met. Support the integration of climate change into strategies and planning processes at provincial and local government levels. Conduct and commission research to support climate change policy development and decision-making. Participate in and support national, provincial and local climate change forums and comment on related legislation, policies and strategies. Support stakeholder consultations and capacity-building sessions within provincial and local government; organise and deliver workshops, seminars and presentations to government, business, civil society and other stakeholders. Perform administrative duties including providing inputs into monthly and quarterly reporting and contributing to planning and evaluation processes.

ENQUIRIES : Ms Tharina Boshoff Tel No: 079 511 2320
Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 17/DEDECT/2025/NW**

SALARY : R468 459.00 per annum (Level 9)

CENTRE : **Head Office – Mahikeng**

REQUIREMENTS: Matric (Grade 12) Certificate plus minimum of three (3) years auditing appropriate tertiary

qualification (NQF level 6) or equivalent, a minimum of two (2) years' applicable experience to the relevant field of which 2 years must be at supervisory level. **Competency:** Auditing experience with completed articles will serve as an added advantage. **Knowledge, Skills and Competencies:** Knowledge of PFMA, Knowledge of treasury regulations, Knowledge of public services regulations, Knowledge of supply chain management framework policy and any latest developments in this area. Good communication skills, computer skills, writing skills, accounting skills and auditing skills.

DUTIES : Development and monitoring the implementation of standard operating procedures, policies, and administrative controls to ensure compliance. Identify potential strategic and operational risks in the financial management environment, recommend, and implement mitigation strategies. Manage processes to detect, prevent and report losses, fruitless, wasteful, and irregular expenditure. Coordination of internal and external audits in the office Monitor the implementation of improvement plans. Management of fraud and loss factors. Manage the retention of financial records.

ENQUIRIES : **Mr. Oduetse Diutlwileng Tel No: (018) 388 5927**
Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST : **ASSISTANT DIRECTOR YOUTH ECONOMIC EMPOWERMENT REF NO: 18/DEDECT/2025/NW**

SALARY : **R468 459 per annum (Level 09)**

CENTRE : **Head Office - Mahikeng**

REQUIREMENTS: Matric (Grade 12) Certificate plus minimum of three (3)-years appropriate qualification (NQF Level 6) in Business Management / Business Administration / Commerce or equivalent. Minimum of two (2) years' related experience. Experience in civic organization or non-profit organization in youth advocacy. A valid driver's license. **Competencies:** Broad Knowledge and understanding of Youth Development, Macroeconomic Policies, Fiscal Policies and Public Policies. Good knowledge of the NWPG Developmental Priorities. Knowledge and understanding of Provincial Economic Development strategies and initiatives. Knowledge of National Economic Development policies and strategies. General knowledge of policy development and management. Knowledge and an understanding of the public sector environment. Broad knowledge of the programmes and activities of the Department, knowledge of socio-economic conditions that exist within the Economic Development field with particular emphasis to youth in business economic empowerment, Preferential Procurement Regulations and Youth Sector in general. Understanding of Dynamics of Youth development in NW Province, Youth Enterprise Strategy, Provincial Youth Economic. Developmental Priorities of Northwest. Sound Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulations, Constitution of Bid Committees and contracts, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, policies and strategies. Ability to interpret and apply policies, advanced knowledge and application of general management and project management principles. Knowledge of the Constitution of South Africa, Public Service systems, Public Service Code of Conduct. Candidates should demonstrate excellent **Skills in:** Programme management, business planning, business analysis, financial management, strategic management, programme management and project management principles. Ability to transfer skills and knowledge and offer appropriate advice. **Communication skills:** Verbal and written (Setswana and English proficiency). Stakeholder's liaison skills. Management skills, research skills, presentation skills, interpretation of Statutes. Computer literacy. Language skills. Financial management skills. Time management skills. Ability to work under pressure. * Flexibility to work long and extra hours. **Skills:** Project management skills. Good interpersonal skills, diversity management skills. * Economic Transformation. Change leadership. * Transformation. Knowledge of events management particularly Youth programmes.

DUTIES : Coordinate Youth in Business Economic Empowerment strategies funding and programmes in the province. Promote and facilitate Youth enterprise development through implementing and supporting Youth entrepreneurial projects. Coordinate and facilitate Youth Enterprise Skills development and employment initiatives. Develop policies,

strategies and programmes aimed at improving service delivery for youth enterprises. Represent the Department in Provincial and National Youth Development and Advocacy initiatives.

ENQUIRIES : **Ms. Carol Rasego - Tel (018) 388 - 6054**
Use the correct E-mail: ApplicationsDEDECT1-7@nwpq.gov.za

POST : **ASSISTANT DIRECTOR: LIQUOR ADMINISTRATION REF NO: 19/DEDECT/2025/NW**

SALARY : **R468 459 per annum (Level 09)**

CENTRE : **Head office - Mahikeng**

REQUIREMENTS: Matric (Grade 12) Certificate plus minimum of three (3) year (NQF 6) qualification or equivalent in Policing/Public Administration/Business Administration/Management or related field. A minimum of two (2) years' experience in the regulatory environment/ liquor related or law enforcement field. A valid driver's license. **Competencies:** Knowledge of government policies, Good Administration and Organizational skills. Accuracy and attention to details. Good verbal and written communication skills. Good interpersonal and customer relation skills. Highly motivated analytical individual who has the ability to work independently. Ability to work in a team, long hours and under pressure. Report writing skills. Broad Knowledge and understanding of PFMA, PAJA, PAIA, POPIA, National and Provincial Liquor legislation.

DUTIES : Manage the overall administration pertaining to applications of liquor licenses and ensure implementation of liquor legislation and policies, including supervision of staff. Ensuring all applications are received, recorded and verified. Monitor liquor application system and generate reports. Ensure all applications are forwarded to the board for adjudication. Ensure that all outcomes are communicated. Compile a database for all liquor traders, ensure and supervise liquor renewals and revenue services. Compile monthly and quarterly reports.

ENQUIRIES : **Ms Khumo Taoana (018) 388 5959**
Use the correct E-mail: ApplicationsDEDECT8-10@nwpq.gov.za

POST : **ASSISTANT DIRECTOR: COMPLIANCE AND ENFORCEMENT REF NO: 20/DEDECT/2025/NW**

SALARY : **R468 459 per annum (Level 09)**

CENTRE : **Head Office - Mahikeng**

REQUIREMENTS: Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in Policing/Public Administration/Business Administration/ Management or equivalent. Accredited Peace Officer certification. A two (2) year experience in regulatory environment and experience in liquor-related field will be an added advantage. A valid driver's license. **Competencies:** Highly motivated individual who has the ability to work independently. Good verbal and written communication skills. Computer literacy. Understanding of government policies. Ability to work in a team and under pressure. Extensive knowledge of liquor legislation, in particular National and Provincial liquor Act. Organizational, planning and management skills. Ability to act with integrity. Excellent interpersonal and customer relations. Must be conversant with government prescripts. i.e PFMA and Code of Conduct for Public Service. Ability to work in a team, long hours and under pressure. Report writing skills. Broad Knowledge and understanding of PFMA, PAJA, PAIA, POPIA.

DUTIES : Manage the compliance and enforcement sub unit, ensure the Conducting of routine and joint compliance inspections on both National and Provincial Liquor legislations to ensure compliance with the Liquor related legislation. Conduct raids operations on both licenced and unlicensed outlets as and when required. Consolidate weekly, monthly and quarterly reports. Consolidate provincial liquor outlets database. Manage the team to curb non-compliance. Ensure that initial and final inspections are conducted. Liaise with relevant stakeholders. Conduct inspections/ investigations in loco on behalf of the board and compile a comprehensive report. Facilitate, execute warrant of arrest and testifying in a court of law

ENQUIRIES : Ms. Khumo Taoana Tel No: 018 3885959
Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST : **ASSISTANT DIRECTOR: ECONOMIC SECTOR DEVELOPMENT**
REF NO: 21/DEDECT/2025/NW

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office - Mahikeng

REQUIREMENTS: Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in the field of Economic Sector Development / Finance or equivalent. Experience in economic development / project management will be an added advantage. A minimum of three (3) years' work experience in economic development-related field. A valid driver's license.
Competencies: Broad knowledge and understanding of South African economic policy, strategy and legislation applicable to economic development. Knowledge of the North West Economy. Knowledge of national and provincial economic development policies and strategies. **Skills and Knowledge:** Economic analysis skills. Ability to interpret and apply policy. Basic research skills. Report writing skills. Presentation skills. Application of project management principles to development planning. Good verbal/written communication skills. Innovative thinker. Ability to work in a team.

DUTIES : identify needed interventions in provincial priority sectors (mining, manufacturing, agro-processing, tourism, alternative energy). Drafting of guidelines for the implementation of policies and strategies for sector development. Coordinate the piloting of sector development programmes. Coordinate the implementation of programmes to promote industrial development. Liaise with all spheres of government and all stakeholders on economic sector initiatives. Facilitate and coordinate economic sector development activities to support sector development. Evaluate the implementation of priority sector strategies.

ENQUIRIES : Mr. Wellington Molokele, Tel No: (018) 388 5833
Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST : **ASSISTANT DIRECTOR: TRADE AND INVESTMENT PROMOTION: REF**
NO: 22/DEDECT/2025/NW

SALARY : R468 459 per annum Level 09)
CENTRE : Head Office – Mahikeng

REQUIREMENTS: Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in the field of Economic Trade Development / Finance or equivalent. Knowledge in the field of economic development, export and investment promotion. A minimum of two (2) years' work experience in economic development-related field. A valid driver's license.
Competencies: Broad knowledge and understanding of South African economic policy, strategy and legislation applicable to economic development. Knowledge of the North West Economy. Knowledge of national and provincial economic development policies and strategies. **Skills and Knowledge:** Economic analysis skills. Ability to interpret and apply policy. Basic research skills. Report writing skills. Presentation skills. Application of project management principles to development planning. Good verbal/written communication skills. Innovative thinker. Ability to work in a team.

DUTIES : Provide support in the development and the implementation of export, investment promotion initiatives. Identify investment opportunities, scoping and packaging of investment projects. Profiling of investment projects. Provide support in identification, development and implementation of export trade and investment promotion initiatives. Liaise with all spheres of government and all stakeholders on trade and investment related initiatives. Facilitate and coordinate trade and commerce activities to support industry development. Evaluate the implementation of trade and investment strategies.

ENQUIRIES : Mr. Wellington Molokele, Tel No: (018) 388 5833
Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST : **ASSISTANT DIRECTOR: GRAPHIC DESIGNER REF NO: 23/DEDECT/2025/NW**

SALARY : **R468 459 per annum (Level 09)**

CENTRE : **Head Office – Mafikeng**

REQUIREMENTS: Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in Graphic Design or equivalent. Two (2) years' relevant experience. Must be proficient in the use of an Apple Macintosh computer. Must be proficient in Adobe Illustrator, Photoshop and In Design (web and 3-D skills will be an added advantage). Must have ability to develop basic animation. Must have the ability to develop creative and innovative design concepts. Ability to develop work from concept through to final product. Strong design skills and thorough knowledge of designing for different platforms including digital and social media. Good organisational and communication skills. The incumbent must have the ability to work paced environment. Should be highly motivated with an eye for detail.

DUTIES : The successful candidate will be responsible for collaborating with the internal communications manager on the overall look and feel for all design products and working as a graphic designer on various products as per brief. Conceptualising and handling visual execution of all design briefs. Handling creative jobs from concept through to print. Providing comprehensive briefs to photographers. Liaising with internal programmes, production houses, and advertisers and printing companies on production. Assisting with the management and development of the departmental corporate identity. Assisting with the management and mentoring of junior personnel in the unit.

ENQUIRIES : **Mr. Zia Cassim Tel No: (018) 388 5999**
Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST : **ASSISTANT DIRECTOR - STRATEGIC PLANNING REF NO: 24/DEDECT/2025/NW**

SALARY : **R468 459 per annum (Level 09)**

CENTER : **Head Office - Mahikeng**

REQUIREMENTS: Matric (Grade 12) Certificate plus minimum of three-year (3) NQF 6) qualification in Public Administration/Business Administration/Public Management or equivalent. Minimum of two (2) years relevant experience. Valid Driver's License. **Job knowledge and skills:** Knowledge of Government Legislative Frameworks and Strategic Planning. Knowledge of compilation, monitoring and evaluation of Strategic Plan, Operational Plan, Annual Performance Plan etc. Comprehensive knowledge and understanding of prescripts and processes applicable within the public service like Public Financial Management Act (PFMA) and Treasury Regulations. Knowledge of Policy Development & Implementation. Knowledge of Risk Management Strategies. Project Management, Presentation skills, Report writing and Analytical skills, Analytical skills, Communication and Interpersonal Relations skills.

DUTIES : Expedite the coordination and development of the Strat Plan. Facilitate and coordinates the development of the departmental Annual Performance Plan. Facilitate the coordination of the review of the departmental strategic planning. Facilitate the development and implementation of operational plans (MSTF). Review the departmental Monitoring and evaluation framework. Manage human and financial resource of the directorate.

ENQUIRES : **Ms. Mavis Nels Tel No: 018 388 2431**
Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

<u>POST</u>	:	<u>ASSISTANT DIRECTOR LOCAL ECONOMIC DEVELOPMENT REF NO: 25/DEDECT2025/NW</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS:</u>		Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in Business Management / Business Administration / Commerce or equivalent. Minimum of two (2) years' relevant experience in Economic Empowerment field / Business Management environment / Corporate or Public Sector Military Veterans Economic Development Support. A valid driver's license. Competencies: Broad Knowledge and understanding of Youth Development, Macroeconomic Policies, Fiscal Policies and Public Policies. Good knowledge of the NWPG Developmental Priorities. Knowledge and understanding of Provincial Economic Development strategies and initiatives. Knowledge of National Economic Development policies and strategies. General knowledge of policy development and management. Knowledge and an understanding of the public sector environment. Broad knowledge of the programmes and activities of the Department, knowledge of socio-economic conditions that exist with the Economic Development field with particular emphasis to Military Veterans in business economic empowerment, Preferential Procurement Regulations and Military Veterans Sector in general. Understanding of Dynamics of military development in NW Province, Military Veterans business empowerment programme. Developmental Priorities of Northwest. Sound Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulations, Constitution of Bid Committees and contracts, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, policies and strategies. Ability to interpret and apply policies, advanced knowledge and application of general management and project management principles. Knowledge of the Constitution of South Africa, Public Service systems, Public Service Code of Conduct. Candidates should demonstrate excellent Skills in: Programme management, business planning, business analysis, financial management, strategic management, programme management and project management principles. Ability to transfer skills and knowledge, and offer appropriate advice. Communication skills: Verbal and written (Setswana and English proficiency). Stakeholder's liaison skills. Management skills, research skills, presentation skills, interpretation of Statutes. Computer literacy. Language skills. Financial management skills. Time management skills. Ability to work under pressure. Flexibility to work long and extra hours. Skills: Project management skills. Good interpersonal skills, diversity management skills. Economic Transformation. Change leadership. Transformation. Knowledge of events management particularly empowerment programs.
<u>DUTIES</u>	:	Coordinate Military Veterans in business Economic Empowerment strategies funding and programmes in the province. Promote and facilitate Military Veterans enterprise development through implementing and supporting Youth entrepreneurial projects. Coordinate and facilitate Youth Enterprise Skills development and employment initiatives. Develop policies, strategies and programmes aimed at improving service delivery for youth enterprises. Represent the Department in Provincial and National Youth Development and Advocacy initiatives.
<u>ENQUIRIES:</u>		Mr S. Maxhegwana - Tel (018) 388 - 6054 Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
<u>POST</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: CLIMATE CHANGE REF: 26/DEDECT/2025/NW</u>
<u>SALARY</u>	:	R343 842 per annum (OSD Determination) - 12 Months contract
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS:</u>		Matric (Grade 12) certificate plus Post-Graduate Degree (eg Climate Change Related, Environmental Management, Environmental Education, Environmental Law; Natural sciences; Planning) .Valid driver's license. Competencies : Knowledge of: Development and/or implementation of environmental policies, legislation, strategies, action plans and standards; Provincial strategies and implementation plans affecting climate change; Public service delivery and Batho Pele principles; General awareness of environmental issues. Relevant

skills: Written and Administrative skills (Report writing and Minute taking); Verbal communication skills and Computer literacy. Personal attributes: conscientious, dedicated, innovative, organised and able to meet deadlines; capable of working both independently and in a team.

DUTIES : Support elements of the development and implementation of climate change policies, procedures, systems and guidelines in line with the Climate Change Act 2024. Support tracking of progress on provincial climate change responses and ensure targets in the North West Climate Change Response Implementation Plan. Support the integration of climate change into strategies and planning processes at provincial and local government levels. Participate in research to support climate change policy development and decision-making. Serve as the Secretariat of the North West Provincial Climate Change Forum, including taking of minutes, distribution of documents and related logistical arrangements as required. Participate in relevant provincial, local and national climate change fora. Comment on legislation, policy and strategy relevant to the function and to integrate climate change principles within them. Support stakeholder consultations and capacity-building sessions within provincial and local government; Organise climate change workshops, seminars, conferences and meetings as required. Perform administrative duties including providing inputs into monthly and quarterly reporting and contributing to planning and evaluation processes.

ENQUIRIES : **Ms Tharina Boshoff Tel No: 079 511 2320**
Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST : **BIODIVERSITY OFFICER PRODUCTION GRADE A - C X 2 POSTS (DAMAGE CAUSING ANIMALS) REF NO: 27/DEDECT/2025/NW**

SALARY : **R343 842 – R586 665 per annum (OSD Determination)**
CENTRE : **Mahikeng and Vryburg**
REQUIREMENTS: Matric (Grade 12) Certificate plus B-Tech /B.Sc. in Natural Conservation or Natural Sciences /M.Sc./MTech will be an advantage. Minimum of 5 years' experience in problem animal management. A valid drivers' license. **Competencies:** Provide evidence (written with contract references and pictures) of shooting big 5 animals. Extensive experience in working with primates, reptiles and mammals especially large predators, hippo and rest of big five. Qualified professional hunter with big exemption. SAPS competency (rifle, shotgun, handgun and hand carbine) Computer literacy. A good understanding of statistics and ecological processes. Ability to work outdoors under various conditions. Be prepared to travel extensively and work long hours away from home. Be able to use scientific rules and methods to solve problems. Critical and innovative thinking and active listening skills. Basic understanding of geographical information systems

DUTIES : Conduct problems animal based inspections on IUCN red data listed species and other within the province. Capture and relocate of IUCN Red Data listed species and other problem animals provincially. Biodiversity monitoring and data collection. CITES evaluations and recommendations, contribute to provincial biodiversity inventory (data collection, quarterly, analysis and interpretation). Prepare monthly, quarterly and annual reports. Prepare or participate in scientific and non-scientific articles and presentations. Represent the department on provincial and national committees, forums and working groups as requires. Have a proper background with regard to species and ecosystem management. Good understanding of conservation biology principles. Apply principles of NEMA in new Biodiversity and protected area Acts. Drafting of policies and other legislation as requires in this field.

ENQUIRIES : **Mr. Willem Boshoff Tel No: 018 389 5204**
Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST : **ENVIRONMENTAL OFFICER PRODUCTION: GRADE A - C (REPORTING) REF NO: 28/DEDECT2025/NW**

SALARY : **R343 842.00 - R586 665 per annum (OSD Determination)**

<u>CENTRE</u> :	Head Office – Mahikeng
<u>REQUIREMENTS</u> :	Matric (Grade 12) Certificate plus 4 year degree (or equivalent qualification) majoring in the field of Environmental Management or Information Management. Minimum of two (2) years' experience in environmental management or information management. Valid driver's license. Competencies: Knowledge on environmental indicators. Sound knowledge of South African Environmental Legislation, Policies, Protocols and Interventions. Advanced computer literacy in MS Office (MS Word, MS Excel, and MS Outlook). Preferable experience in use of GIS software. Good verbal and written communication skills. Database management. Data processing and interpretation skills, analytical skills and report writing skills
<u>DUTIES</u> :	The consolidation of required statutory reports within Environmental Services Programme Contribute toward the Compilation, maintenance, expansion and update of the Provincial Environment Outlook Support the state of environment reporting at local level. Support the development and reporting on relevant Environmental Indicators. Provide support to the functioning of the Integrated Environmental Information Management System of the Environmental Services Programme. To perform administrative duties related to the post and assist with budget inputs.
<u>ENQUIRIES</u> :	Ms. Tharina Boshoff Tel No: 079 511 2320 Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za
<u>POST</u> :	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C</u> <u>DEVELOPMENT IMPACT MANAGEMENT UNIT REF NO: 29/DEDECT/2025/NW</u>
<u>SALARY</u> :	R343 842.00 – R586 665.00 per annum (OSD Determination)
<u>CENTRE</u> :	Rustenburg
<u>REQUIREMENTS</u> :	Matric (Grade 12) Certificate plus 3 Year Degree/ 3 Year Diploma in Environmental Management/ Science or Natural Science or equivalent. Minimum of 1 year relevant experience. Competency: Knowledge & understanding of National Environmental Management Act (NEMA) and its related EIA Regulations. Basic Knowledge of wide range of environmental legislation such as National Environmental Management: Waste Act, and National Water Act. Job Knowledge And Skills: Basic knowledge of environmental issues and GIS as added advantage, computer literacy, report-writing skills and evaluation skills. Interpretation of legislation, good communication skills (verbal and written), ability to work under pressure, time conscious, team work, dedicated and trustworthy. It is compulsory have driver's license.
<u>DUTIES</u> :	To consider and evaluate Environmental Impact Assessment (EIA) and other environment related documents in the Bojanala Platinum District Municipalities. Evaluate applications for Environmental Authorization that is, Basic Assessment Reports, Scoping (SR) and Environmental Impact Assessment Reports (EIAR), S24 G Application Reports, application for Environmental Authorization Amendments, and undertake site inspection, in reaching legally defensible decision within operational plan timeframe. Provide information and procedural advise relating to environmental impact management, by reviewing documents and provide comments on applications related to EIA, such as, Business Rights/Subdivision, Basic Assessment Report/Environmental Management Programmes and Scoping Report/Environmental Impact Assessment Report received from other competent authorities/ sectors, and evaluation of EIA related queries. To evaluate and investigate the impact of other forms of development, through Implementation of Integrated Environmental Management (IEM) tools such as Environmental Management Framework (EMF) and Strategic Development Framework (SDF). Capture the application information into the NEAS (National Environmental Authorization System). Perform administrative and related functions. Prepare the applications status quo, update investigation diaries and site inspection reports.
<u>ENQUIRIES</u> :	Ms. Gasewabone Ellis Nkai Tel No: 082 805 9591 Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST : **SENIOR ADMIN OFFICER: LIQUOR ADMINISTRATION REF NO:**
30/DEDECT/2025/NW

SALARY : **R397 116 per annum (Level 08)**
CENTRE : **Head Office - Mahikeng**

REQUIREMENTS: Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in Business Administration/ Management /Public Administration or equivalent. Minimum of one (1) to two (2) year experience in the regulatory environment. Experience in the liquor related field or law enforcement field will be an added advantage. Valid driver's licence. **Competencies:** Good verbal and written communication skills. Planning, organization and Presentation skills. Computer literacy and research skills. Understanding of Government policies. Good interpersonal and customer relations skills. Ability to work in a team, long hours and under pressure. Report writing skills. Knowledge and understanding of the National Liquor Act and Regulations, PFMA and Code of Conduct for Public Service

DUTIES : Ensure verification of applications for board adjudication. Ensuring all applications are received, recorded and verified. Ensure all applications are forwarded to the board for adjudication. Issue approved liquor licenses and certificates. Ensure that all outcomes are communicated. Capture payments on the system, Identify and change status of lapsed licenses, update particulars on approved transfers and removal of licenses. Compile database of all active and lapsed liquor outlets. Supervision of all administration staff. Compile weekly, monthly and quarterly reports. Attend to client enquiries.

ENQUIRIES : **Ms Khumo Taoana Tel No: (018) 388 5959**
Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST : **CONSUMER EDUCATION AND RESEARCH OFFICER (X2) REF NO:**
31/DEDECT/2025/NW

SALARY : **R397 116 per annum (Level 08)**
CENTRE : **Klerksdorp / Brits**

REQUIREMENTS: Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in Education / Communication / Public Administration or equivalent. One (1) to two (2) years experience in regulatory environment. A valid driver's license. **Competencies:** Good verbal and written communication skills. Presentation skills. Computer literacy and research skills. Understanding of Government policies. Good interpersonal and customer relations skills. Ability to work in a team and under pressure. Report writing skills. Broad knowledge of the Consumer protection legislation in particular Consumer Protection Act and National Credit Act.

DUTIES : Disseminate information on consumer related matters by organizing and conducting education awareness programmes through road Shows/exhibitions; workshops and campaigns. Promote media literacy through media talk shows. Provide print and electronic communications to media. Continuously update consumer information brochures. Conduct research on consumer behaviour or other related matters. Work with other regulatory bodies on their consumer education initiatives. Partake in inter provincial activities.

ENQUIRIES : **Ms. Shale Masetloa Tel No: (018) 388 5844**
Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST : **CONSUMER INVESTIGATING OFFICER REF NO: 32/DEDECT/2025/NW**

SALARY : **R397 116 per annum (Level 08)**
CENTRE : **Head Office - Mahikeng**

REQUIREMENTS: Matric (Grade 12) Certificate plus minimum of three-year (3) (NQF 6) qualification in Para-Legal studies or LLB/ Bachelor of Commerce in Law. One (1) to two (2) years' experience in regulatory environment. Experience of consumer-related issues will be an added advantage. A valid driver's license. **Competencies:** Ability to interpret and apply policies and guidelines, preferably in consumer legislative framework. Highly motivated individual

who has the ability to work independently. Good verbal and written communication skills. Computer literacy and research skills. Understanding of government policies. Good interpersonal and customers skills. Ability to work in a team and under pressure. Broad knowledge of the Consumer protection legislation, in particular Consumer Protection Act. Organizational, planning and management skills.

DUTIES : Assess complaints objectively. Evaluate the facts to establish whether there is a just cause consumer complaint. Conduct investigation/inquiries on consumer complaints. Conduct business compliance inspections. Mediate between consumers and businesses. Liaise with other regulators within consumer protection space. Conduct research on consumer issues. Give legal advice on consumer related issues and interpret contracts and other legal documents. Liaise with other stakeholders on consumer advocacy matters. Keep and maintain file records of consumer complaints.

ENQUIRIES : **Mr. William Mpempe Tel No: (053) 928 0382**
Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST : **SENIOR PERSONNEL PRACTITIONER - HRD REF NO: 33/DEDECT/2025/NW**

SALARY : **R397 116 per annum (Level 08)**

CENTRE : **Head Office - Mahikeng**

REQUIREMENTS: Grade 12 Certificate or equivalent, plus three (3) years National Diploma/Degree (NQF 6/7) in Human Resource Development/Management. Two (2) years' experience in Training and Development (HRD) or public service. **Knowledge:** Knowledge in PERSAL administration. Sound knowledge of Skills Development and Public Service Legislations and Frameworks. **Skills:** Computer Skills (MS Word, Excel and Power Point). Proven skills in respect of data Analysis and Reporting Writing, Good Communications Skills (verbal and writing), Presentation Skills, training Coordination, budgeting and financial management skills. Ability to interpret directives and to work under pressure. Ability to work with a team and independently and maintain confidentiality. Valid Driver License and willingness to travel.

DUTIES : Facilitate the development and effect implementation of Workplace Skills Plan and the Departmental Training Plan. Coordinate departmental training programmes. Coordinate departmental Internship Programmes like Work Integrated Learning, Learnership, and also the establishment of Mentorship Programme. Conduct workshops, departmental and orientation programmes. Implement and facilitate Compulsory Induction Programmes to the new entrants to the Public Service. Administer departmental fulltime and part-time bursaries, coordinate Adult Education and Training (AET) and National Certificate Vocational (NCV) programmes. To align and be aware with the Department of Public Service Administration prescripts. Maintain training Database and record keeping in the PERSAL system. Compile Monthly, Quarterly and Annual Training Reports. Handle internal and external enquiries related to skills development. Serve as scribe at the Skills Development Committee Meetings.

ENQUIRY : **Ms Ipeleng Letsholo Tel No: (018) 388 5905**
Use the correct E-mail: ApplicationsDEDECT8-10@nwpg.gov.za

POST : **SENIOR STATE ACCOUNTANT – SALARIES REF NO: 34/DEDECT/2025/NW**

SALARY : **R397 116 per annum (Level 08)**

CENTRE : **Head Office – Mahikeng**

REQUIREMENTS: Matric (Grade 12) certificate or equivalent plus appropriate recognized three-year National Diploma (NQF 6) in Financial Accounting. One (1) to two (2) years relevant experience in financial management or related field. Persal Salary Administration certificate. **Competencies/Knowledge/Skills:** Must have extensive knowledge of DORA, PFMA and Treasury Regulations. PERSAL system, Public Service Act and Performance Management Development System. Good communication skills. Interpersonal relations. Computer skills. Advance Microsoft excel and knowledge of BAS system will be added as advantage. Creative and innovative.

DUTIES : Provide administration of salaries. Approved deductions and EPWP stipends, and allowances for both permanent and temporary officials on PERSAL system. Monitor that all payroll reports are issued and returned on time. Capturing of IRP5 accumulations on PERSAL system and monthly manual tax deductions to be paid over to SARS at the end of each month (if applicable). Submission of EMP201 to SARS via e-filing before due date. Ensure that all salary related records/documents are safely kept in the storeroom.

ENQUIRIES : **Mr. Benjamin Kgabi, Tel: (018) 388-5938**
Use the correct E-mail: ApplicationsDEDECT8-10@nwpq.gov.za

POST : **SENIOR TRADE ADVISOR REF NO: 35/DEDECT/2025/NW**

SALARY : **R397 116 per annum (Level 08)**

CENTRE : **Head Office - Mahikeng**

REQUIREMENTS: Matric (Grade 12) Certificate plus a recognised minimum National Diploma (NQF 6) in Business Management or equivalent. One (1) to Two (2) years practical work experience. A valid driver's licence. **COMPETENCIES:** Knowledge of the relevant statutory framework in the Public Service and other empowerment prescripts. The incumbent needs excellent computer literacy, competent analysis, communication, conflict resolution, problem-solving and interpersonal skills. Good knowledge of the NWPG Developmental Priorities. Knowledge of National Economic Development policies and strategies. Knowledge and an understanding of the public sector environment. Developmental Priorities of Northwest.

DUTIES : Facilitating entrepreneurs and economic empowerment planning and initiative, identifying and fostering entrepreneurs economic empowerment opportunities: facilitating and securing funding for economic empowerment activities and programmes ; assisting local organisation, business and individual with establishing economic empowerment plans and project ; and promoting entrepreneurship in order to expand economic development opportunities ; facilitation of access to market through ensuring the activity participation of enterprises in the international, national , provincial and regional and local exhibition. Facilitation of education, training and development opportunities in order to empower enterprises including establishment of incubation programmes and linkage to various trade and investment opportunities. Assist entrepreneurs to gain access to funding in order to establish and expand their enterprises. Facilitation of product development for enterprises.

ENGURIES : **Mr.Samkele Maxhengwana Tel No: 018 388-6005**
Use the correct E-mail: ApplicationsDEDECT8-10@nwpq.gov.za

POST : **SENIOR COMMUNICATIONS OFFICER: MEDIA LIAISON REF NO: 35/DEDECT/2025/NW**

SALARY : **R325 101 per annum (Level 07)**

CENTRE : **Head Office - Mahikeng**

REQUIREMENTS: Matric (Grade 12) Certificate plus a minimum appropriate recognised three-year (3) (NQF 6) qualification in Communication, Journalism, or equivalent. Practical and relevant experience in external communication with a strong media focus; a minimum of one (1) to two (2) years of experience in similar environment. **Competency/Skills:** Must have excellent writing skills and an impeccable command of the English language; Good understanding of South African media; Must have sound inter-personal relations, negotiation skills and ability to communicate with stakeholders at all levels; Knowledge and skills in formulating and writing reports is essential; The successful candidate must also be computer literate (packages such as Microsoft, Excel, Power-Point, MS Word, E-mail, Internet); The applicant must be able to plan, organize, meet deadlines and work under pressure; Drivers licence is requirement; Must be willing and able to drive, to travel and work long hours including weekends and public holidays; Must be able to work well in a team; Financial, stakeholder and project management knowledge and experience is required.

DUTIES : The successful candidate will provide a media liaison function for the Department inclusive

of, but not restricted to, daily media monitoring, Facilitating responses to media queries, arranging media briefings, providing media support to the Department at events; Assisting with updating media databases Drafting media plans and media exit reports, Drafting monthly reports; Assisting with the media audio clip function and other related media innovation services; Render a media writing function – this includes, but is not restricted to, the writing of media invitations, media statements, media articles/advertorials; Employ innovation in media communication to heighten the overall objective of raising awareness of Departmental issues, events and projects; Provision of general communication support inclusive of branding/ campaigns. Able to execute any other administrative or functions given by Assistant Director.

NB: Applicants will be required to conduct exercise to demonstrate their writing skills.

- ENQUIRIES** : **Ms. Baabua Thukubi Tel No: (018) 388-5848**
Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za
- POST** : **PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION**
REF NO: 36/DEDECT/2025/NW
- SALARY** : **R325 101 per annum (Level 07)**
CENTRE : **Head Office - Mahikeng**
REQUIREMENTS: Matric (Grade 12) Certificate and minimum three-year (3) NQF 6) appropriate Tertiary qualification in Human Resource Management or equivalent. One (1) to two (2) years' experience in Human Resource Management and Public Administration. Introduction to PERSAL Certificate. **Competency:** Knowledge of the PERSAL System administration. **Competencies:** Computer literary in MS Word, MS Excel and PowerPoint. Knowledge of Public Service Act, Public Service Regulations and Prescripts and Government Employees Pension Law, Training on PERSAL system, Knowledge of basic principles of HR Management, Knowledge of Performance Management System. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills.
- DUTIES** : Implement Recruitment, Selection and Appointments: Receive and acknowledge applications, Profile applications, provide Secretarial services and render advice during the Selection process, Administer transport claims of Interview candidates, prepare Short-listing and Interviews reports and appointment letters, Process personnel suitability checks. Process appointments and promotions on the PERSAL System. Provision of Conditions of Service and Remuneration: Capture leave applications on the PERSAL system, Process recognition of Long Services, Grade progressions, Acting and Role playing allowances. Administer service terminations, Circulate Assets and State liability forms, and conduct Exit interviews. Compile pension withdrawal forms on GEPF on-line system, process Funeral claim benefits and capture Nomination of Beneficiaries, Capture and update applications for Housing Allowance Scheme, Update Employees' Educational qualifications. Process Transfers, Relocations and Movements on the PERSAL system. Perform any other HR-related functions
- ENQUIRES** : **Mr. Tiragalo Kepadisa Tel No: (018) 388-5876**
Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za
- POST** : **HR CLERK SUPERVISOR (X2 POSTS) REF NO: 37/DEDECT/2025/NW**
- SALARY:** **R325 101 per annum (Level 07)**
CENTRE : **Head Office – Mahikeng**
REQUIREMENTS: Matric (Grade 12) Certificate. PERSAL training Certificates. Two (2) years' experience in Human Resource Administration. **Competencies:** Knowledge of the PERSAL System, Computer literacy in MS Word, MS Excel and PowerPoint. Knowledge of Public Service Act, Public Service Regulations and Prescripts and Government Employees Pension Law. Training on PERSAL system. Knowledge of basic principles of Human Resource Management. Knowledge Resource issues. Interpersonal relations, innovation and communication skills.

DUTIES : Implement Recruitment, Selection and Appointments. Receive and acknowledge applications. Profile applications, provide Secretarial services and render advice during the Selection process. Administer transport claims of interview candidates, prepare short listing and interviews report and appointment letters, process personnel suitability checks. Process appointment and promotions on the PERSAL System. Provision of Conditions of Service and Remuneration: Capture leave applications on the PERSAL System. Process recognition of Long Services. Grade progressions. Acting and Role-playing allowances. Administer service terminations. Circulate Assets and State liability forms, and conduct Exit interviews. Compile pension withdrawal forms on GEFP on-line system. Process funeral claim benefits, capture nomination of beneficiaries. Capture and update applications for Housing Allowance Scheme. Update Employees' Educational qualifications. Process Transfers, Relocations and Movements on the PERSAL system. Supervise human resources/staff.

ENQUIRES : **Mr. Tiragalo Kepadisa Tel No: (018) 388- 5876**
Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za

POST : **PERSONAL ASSISTANT TO THE HEAD OF DEPARTMENT (HoD) REF NO: 38/DEDECT/2025/NW**

SALARY : **R325 101.00 per annum (Level 07)**
CENTRE: **Head Office - Mahikeng**
REQUIREMENTS: Matric (Grade 12) National Diploma (NQF 6) in Office Management / Office Administration / Management Assistant / Project Management or equivalent. One (1) to two (2) years of relevant experience. Computer literacy. Candidates must be prepared to travel and work long hours. A valid driver's license. **Competencies:** Good knowledge of Project Management. Effective Telephone etiquette. Good customer approach and understanding cultural diversity. Ability to prioritize workloads. Excellent written and verbal communication skills across all levels. Ability to work independently. Ability to establish and maintain effective working relationship with individuals from diverse backgrounds. High ethical standards. Ability to confidentially interact with stakeholders at all levels within and outside the Department. Ability to do evaluate and analyse documents and situations. Knowledge on the relevant legislation/policies/prescriptions and procedures. Basic knowledge on financial administration. Proactive, trustworthy and high output-driven individual.

DUTIES : Render Administrative and Secretarial support services in the Head of Department's Office. Manage the Head of Department's diary and schedule appointments. Co-ordinate and organise travel arrangements and accommodation bookings. Prepare and organise meetings, including agenda and documents. Handle correspondence and communicate on behalf of the Head of Department. Prioritise and manage multiple tasks efficiently. Handle the budget, invoices and make payments. Take and write minutes, prepare presentations, and manage ad-hoc projects. Read, monitor and respond to the Head of Department's e-mailed messages. Answer telephone calls and liaise with clients competently.

ENQUIRIES : **Ms. Tsitsi Molokele Tel No: (018) 388- 1179**
Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za

POST : **PLANNER: STRATEGIC PLANNING REF NO: 39/DEDECT/2025/ NW**

SALARY : **R325 101 per annum (Level 07)**
CENTRE : **Mafikeng**
REQUIREMENTS: Matric (Grade 12) plus a minimum of three-year (3) (NQF 6) relevant qualification in Public Administration/Business Administration/Public Management. Minimum one (1) to two (2) years relevant experience in Strategic Planning. A valid driver's license. **Competencies:** Knowledge of Government Legislative Frameworks and Strategic Planning. Ensuring alignment of Strategic Plan, Annual Performance Plan and Operational Plan. Computer

literacy. Excellent communication, analytical and report writing skills. Project management skills. Sound knowledge of the government planning and reporting processes as well as various public service legal prescripts. Strong communication (verbal and written) skills.

DUTIES : Assist with the development of the Departmental Strategic and Annual Performance Planning processes. Assist with implementation of the Department's Operational Plan, Implement planning Instruments and tools on planning process.

ENQUIRIES : **Ms. Mavis Nels – Tel No: (018)388 2431**
Use the correct E-mail: ApplicationsDEDECT1-7@nwpq.gov.za

POST : **PLANNER: MONITORING AND EVALUATION REF NO: 40/DEDECT/2025/NW**

SALARY : **R325 101 per annum (Level 07)**

CENTRE : **Mafikeng**

REQUIREMENTS: Matric (Grade 12) plus a minimum of three-year (3) (NQF 6) relevant qualification in Public Administration/Business Administration/Public Management. Minimum one (1) to two (2) years relevant experience. A valid driver's license **Competencies:** Computer literacy. Excellent communication, analytical and report writing skills. Project management skills. Sound knowledge government planning and reporting processes as well as various public service legal prescripts. Strong communication (verbal and written) skills.

DUTIES: To consolidate quarterly performance reports for the department. To verify the portfolio of evidence of quarterly performance reports from programme managers. Assist in analyzing quarterly performance reports and prepare presentations thereof* assist in the compilation of the departmental annual report* *Provide secretarial support to the department's performance review sessions.

ENQUIRIES : **Mr. Kojo-Yeboah Asuamah TEL: 018-388 5838**
Use the correct E-mail: ApplicationsDEDECT1-7@nwpq.gov.za

POST : **PERSONNEL PRACTITIONER HR PLANNING AND SYSTEMS REF NO:**
41/DEDECT/2025/NW

SALARY : **R325 101 per annum (Level 07)**

CENTRE : **Mafikeng**

REQUIREMENTS: Matric (Grade 12) certificate plus an appropriate (NQF 6) qualification in Human Resource Management/Public Management or equivalent. PERSAL training certificate. A minimum of one (1) to (2) years' relevant working experience in Human Resource Planning and Systems. A valid driver's licence. **Competencies:** Knowledge of HR Planning Prescripts; PFMA, Public Service Regulation and Guideline on integrated Human Resource Planning in the Public. Planning and organizing. Financial Management. Communication Skills. Computer literacy skills.

DUTIES: Coordinate the development and reviewing of MTEF Human Resource Plan and the Annual HRP Implementation report. Provide data analysis on the HRPs for quality and compliance, and monitoring the implementation of HR Plans. Conduct workforce analysis to identify current and future human resource supply as well to future labour demand. Coordinate the development and review of Employment Equity Plan. Coordinate the reviewing of the Human Resource Planning Implementation. Coordinate the administration of the HR Assessment. Maintain human resources and staff establishment information. Maintain and update the HR records management system to ensure accuracy and proper placement of staff. Maintain the Establishment Structure on the PERSAL System.

ENQUIRIES : **Ms. Vanessa Verveen TEL: 018-388 4823**
Use the correct E-mail: ApplicationsDEDECT1-7@nwpq.gov.za

<u>POST</u>	:	<u>GRAPHIC DESIGNER REF NO: 42/DEDECT/2025/NW</u>
<u>SALARY</u>	:	R269 499 per annum (Level 06)
<u>CENTRE</u>	:	Mafikeng
<u>REQUIREMENTS:</u>		Grade 12 Certificate plus minimum of three-year (NQF 6) relevant qualification in Graphic's Design or equivalent. One (1) years relevant experience. Competency: Knowledge and understanding of government prescripts. Must be proficient in the use of an Apple Macintosh computer. Must be proficient in Adobe Illustrator, Photoshop and InDesign (web and 3-D skills will be an added advantage). Must have ability to develop basic animation. Must have the ability to develop creative and innovative design concepts. Ability to develop work from concept through to final product. Strong design skills and thorough knowledge of designing for different platforms including digital and social media. Good organisational and communication skills.
<u>DUTIES:</u>		Executing and handling visual execution of all design briefs. Handling creative jobs from concept through to print; Create graphics and layout of all forms of digital and printed matter including comprehensive campaigns featuring publications, booklets, brochures, newsletters, posters, flyers, logos as well as supporting materials such as slides and presentations; Knowledge of website design; co-ordinate with internal and external stakeholders on production.
<u>ENQUIRIES:</u>		Mr. Tshepiso Matlhoko Tel No: (018) 388 6031 Use the correct E-mail ApplicationsDEDECT1-7@nwpg.gov.za
<u>POST</u>	:	<u>REGISTRY CLERK REF: REF NO: 43/DEDECT/2025/NW</u>
<u>SALARY</u>	:	R228 321.00 per annum (Level 05)
<u>CENTRE</u>	:	Head Office – Mahikeng
<u>REQUIREMENTS:</u>		Matric (Grade 12) certificate or equivalent qualification or NQF 4. Competencies: General knowledge of registry duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge and understanding of the legislative frameworks governing the Public Service, Knowledge of storage procedures in terms of the working environment. Ability to interpret and apply policies, computer literacy, verbal and written communication. Initiative and innovation, self- starter.
<u>DUTIES</u>	:	Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players, etc. File all documents in accordance with the relevant prescripts like the National Archives Act and the MISS prescripts. Render a general support function in the office of the executive authority. Control stocks and stationery as chief user clerk for the Executive Authority's office. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Operate office machines in relation to the registry function. Process documents for archiving and / disposal.
<u>ENQUIRIES</u>	:	Ms. Opelo Mochware TEL No: (018) 388-5810 Use the correct E-mail: ApplicationsDEDECT1-7
<u>POST</u>	:	<u>SECRETARIES TO DIRECTORS (POSTS X3) REF NO: 44/DEDECT/2025/NW</u>
<u>SALARY</u>	:	R228 321.00 per annum (Level 05)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS:</u>		Matric (Grade 12) certificate or equivalent qualification or NQF level 4. General knowledge in office administration / secretarial duties will be an added advantage • Computer literacy. Competencies: Good planning and organisational skills. Good verbal and written communication skills. Language skills. Good interpersonal relations and people skills. Experience in minute taking. Experience in document management/filing. Knowledge of procedures for receiving, responding to and managing requests/enquiries plus good telephone etiquette.

- DUTIES** : Provide a secretarial/receptionist support service to the director • Provide administrative and clerical support service to director. Provide support services to director regarding meetings by preparing reports and records of decisions/minutes, communicating to relevant role players and follow up on progress made. Support the director with administration of the directorate budget. Ensure safekeeping of all documents in the office of the director in line with relevant legislation and policies. Manage appointments/engagements and other logistical arrangements related to the activities of the director. Manage incoming and outgoing information of the office and ensure effective flow of information and documents to and from the office. Handle procurement for activities in the directorate. Obtain inputs, collate and compile progress and management reports. Remain up to date with regard to prescripts/policies and procedures applicable to work terrain to ensure efficient and effective support to the director.
- ENQUIRIES** : **Mr. Tiragalo Kepadisa Tel No: (018) 388 -5876**
Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za
- POST** : **ADMINISTRATIVE CLERKS: x 7 REF NO: 45/DEDECT/2025/NW**
- SALARY** : **R228 321.00 per annum (Level 05)**
CENTRE : **Rustenburg, Mafikeng Head office, NMM District, Dr KK District and DR RSM District**
REQUIREMENTS: Grade 12 or Matriculation certificate. Computer literacy. **Competencies:** Knowledge of clerical duties, practices, as well as the ability to capture data and obtaining and disseminating information. Knowledge of administration and clerical procedures and system such as managing files and records. Knowledge of procedures for receiving, responding and managing requests/enquiries plus good telephone etiquette. Knowledge and understanding of legislative framework that governs the Public service. Knowledge of working procedures in terms of the working environment. Good organizational and interpersonal skills. Good verbal and written communication skills. Language skills. Flexibility.
- DUTIES.** Rendering of general clerical support services. Record, organize, record, capture and retrieve correspondences and data. Keep and maintain the incoming and outgoing register of the component. Handle routine enquiries. Make photocopies. Distribute documents and/packages to various stakeholders as required. Keep and maintain the filing system of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Arrange travelling and accommodation.
- ENQUIRIES:** **Ms. Tharina Boshoff Tel No: 079 511 2320 and Ms. Tsitsi Molokele Tel No: (018) 388-1179 Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za**
- POST** : **DRIVER/MESSENGER: REF NO: 46/DEDECT/2025/NW**
- SALARY** : **R193 359.00 per annum (Level 04)**
CENTRE : **Head Office – Mahikeng**
REQUIREMENTS: Grade 10 and equivalent qualifications or NQF level 2. A valid Driver's license. **Knowledge, Skills and Competencies:** Knowledge of Public Service policies and procedures. Ability to plan, manage time and to drive a vehicle with care. Ability to uphold confidentiality and discipline requisite for the Office of the EA.
- DUTIES** : Collect and deliver confidential documents in the Office of the Executive Authority. Transport employees in the office of the Executive Authority and guests and special advisors of the Executive Authority. Render a general support function in the office of the Executive Authority. Maintain knowledge on the policies and procedures that applies in the work environment. Conduct routine maintenance on the allocated vehicle and report defects timely. Complete all required and prescribed records and books with regard to the vehicle and goods handled.
- ENQUIRIES** : **Ms. Opelo Mochware Tel No: (018) 388-5810**
Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za

POST : **CLEANERS X 3 REF NO: 47/DEDECT/2025/NW**

SALARY **R138 486 per annum (Level 2)**

CENTRE **Mahikeng**

REQUIREMENTS: ABET Certificate or equivalent • Good communication skills. Have an ability to work under pressure. People orientated.

DUTIES : Provision of cleaning services. Cleaning of offices, corridors, elevators and boardrooms, dusting and waxing office furniture. Sweeping, scrubbing and waxing of floor, vacuuming and shampooing floor. Cleaning walls, windows and doors • Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils • Cleaning the restrooms by refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins • Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment • Cleaning of machines (microwaves, vacuum cleaners etc) equipment after use • Request cleaning materials.

ENQUIRIES : **Mr Simon Bogatsu – Tel (018) 388–5825**
Use the correct E-mail: ApplicationsDEDECT1-7@nwpg.gov.za