

Chief Director – Economic Planning

Salary: R1 371 558.00 per annum (Level 14). All-Inclusive Remuneration Package of 60% or 70% of the inclusive salary package must go into the basic salary.

• REF: 01/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • Relevant and appropriate recognised Bachelor's Degree (Honours) NQF 8 in the field of Business Economics or Economics • Additional Postgraduate qualification(s) in the Economics field of study will be an added advantage • Extensive experience in the field of economic development, export and investment promotion • Knowledge and understanding of the economic development sector, as well as, industry development • Experience of conducting economic development research • Minimum of five (5) years' experience in economic development related working field at Senior Management Service (SMS) level in the Public Service or equivalent to SMS level in the Private Sector • A valid driver's license.

Competencies: • Financial management • Strategic capability and leadership • Programme and Project management • Change management • Knowledge Management • Service delivery Innovation • Problem solving and Analysis • People management and Empowerment • Client orientation and customer focus • Communication • Honesty and Integrity • Computer literacy.

Duties: • Perform functions as a Chief Economist • Develop and implement interventions and strategies to stimulate economic growth and development through industry development, trade and investment promotion • Facilitate and co-ordinate the development of the major Provincial economic sectors (agro processing, manufacturing, mining beneficiation, tourism and green economy) • Facilitate the support of industries in order to contribute to the acceleration of economic growth rate • Address the millennium development goals, national and provincial goals of job creation and the constitutional mandate • Facilitate and undertake research that will inform the development and review of economic development plans, policies and strategies in alignment with national and provincial priorities • Conduct research and feasibility studies on prospective projects in terms of, inter alia, technical, socio-economic, environmental and financial management and market processes to aid decision-making about the type of project support and links to sector development • Manage the implementation of broad economic strategies and other imperative initiatives to transform the provincial economy e.g. Special Economic Zones (SEZ), Black industrialists and Industrial parks • Develop and implement key economic sectors strategies that influence provincial economy growth and development • Facilitate and manage creation of an enabling environment for key Provincial industries that have the potential to significantly contribute to job creation, skills development, establishment and growth of small medium and large business and support BBBEE through rural and township economy within the four districts of the Province • To enhance the competitiveness of the province's priority economic sectors and ensure that they can compete within a global, continental and international scale • Manage strategic projects and partnership/service level agreements with key stakeholders in provincial prioritised economic sectors and ensure that are successful completed within budgetary timelines and performance requirements • Manage the performance of the Chief Directorate.

Enquiries: Ms LA Diale, tel. (018) 388 1178/1179

Director: Economic Planning

Salary: R1 162 200.00 per annum (All-inclusive package level 13)

• REF: 02/DEDECT/2023/NW • Center: Mafikeng

Requirements: • An appropriate Bachelors' Degree in Economics/Planning/Public Policy Management/ Development Studies or related field at • Post-Graduate qualifications in Economics/Planning or related field will serve as an added advantage • A minimum of 5 years' relevant managerial experience at Middle Managerial level in the relevant field • SMS Pre- Entry Certificate is a requirement • For more details on the pre-entry course visit: <https://www.thensq.gov.za/training-course/sms-pre-entry-programme> • Must be in possession of a valid driver's license.

Competencies: • An in-depth knowledge and insight of South African economic policy, strategy and legislation applicable to economic planning • Advanced knowledge and understanding of the North West economy • Extensive knowledge of the National Development Plan (NDP), Industrial Policy Action Plan (IPAP), National Spatial Economic Development Perspective (NSDP), Provincial Growth and Development Strategy (PGDS) and extensive knowledge of Global, National and Regional Economies • A deep understanding of national, provincial economic and sector development policies, as well as, their implementation plans • Knowledge and understanding of the regulatory framework for the Public Service like the Constitution of the Republic of South Africa, Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, Basic Conditions of Employment Act, Occupational Health and Safety Act, Labour Relations Act • Good stakeholder coordination and engagement, sound research, knowledge management, and strategic, leadership, problem solving, analysis and empowerment capabilities • Knowledge and understanding of the Public Sector Employee Performance, Management and Development System, knowledge of Security Management Act, Bill of Rights, Community Outreach, and Public participation • Knowledge of monitoring and implementation of Government Programmes and proper coordination across National, Provincial and local government spheres • Ability to communicate at all levels with relevant stakeholders including: Provincial Departments, Senior Management, Private Sector Organisations, Media, International Organisations and the General Public • Candidate must demonstrate excellent skills in: Business planning, Economic Modeling, strategy development, financial management, computer literacy, policy and research, Programme and Project management, report writing and presentations.

Duties: • Provide guidance and leadership in economic research and development in the North West Province • Facilitate the development of Provincial Economic policy and strategies • Facilitate and co-ordinate the development and implementation of effective knowledge management systems in the Department • Co-ordinate the development and implementation of policies • Provide a strategic direction in the institutionalisation of District Operations Management Functions • Co-ordinate and develop Annual Performance and Operational Plans of the Directorate • Co-ordinate the planning and implementation of strategies and policies aimed at improving service delivery • Provide oversight into economic planning at district operations • Oversee the management of human and financial resources of the Directorate • Facilitate the team participation in District Operations, Implement change management to improve the performance of the Directorate • Plan and report to various stakeholders amongst others Legislature Committees, Audit and Risk Management Committees of the Department • Co-ordinate and report on all Directorate programmes and projects.

Enquiries: Mr. I Kgokong, tel. (018) 388 6055

Director: Strategic Planning, Monitoring, Evaluation and Transformation

Salary: R1 162 200.00 per annum (All-inclusive package level 13)

• REF: 03/DEDECT/2023/NW • Center: Mafikeng

Requirements: • A Bachelor's degree in Public Administration/Public Management or related Bachelor's degree • Post graduate qualifications on these fields will be advantageous • Minimum of 5 years' relevant experience in middle management position • Proven experience in the development of procedures for data collection and analysis • Knowledge and experience in monitoring and evaluation tools and systems • SMS Pre- Entry Certificate is a requirement • For more details on the pre-entry course visit: <https://www.thensq.gov.za/training-course/sms-pre-entry-programme> • Must be in possession of a valid driver's license.

Competencies: • Knowledge of National and Provincial trends/priorities • Knowledge of the Medium Term Strategic Framework • Extensive knowledge of the Public Service Act and Public Service Regulations and the Public service legislature framework broadly • Knowledge on the development of Government policies • Problem solving; communication; writing; analytical; facilitation; presentation and project management skills • Knowledge in Stakeholder and Relationship management • Knowledge and understanding of Government planning processes and cycle as well as National Treasury Regulations • Knowledge Guidelines and Frameworks on strategic planning and management of performance information • Understanding of the audit processes and how they relate to planning and reporting compliance and improvement • Ability to network and undertake rapid analysis in order to strengthen and deepen operational and institutional planning at departmental level with National and Provincial counterparts and entities, quality assurance is critical in the development of plans and reports • Computer literacy (MS Word, Excel, Outlook and PowerPoint).

Duties: • Provide leadership in the development and review of the Strategic Plan • Annual Performance Plan and Operational Plans of the Department • Facilitate approval and tabling of the Strategic Plan and Annual Performance Plan • Manage and co-ordinate strategic planning services • Manage and coordinate the performance, monitoring, evaluation and reporting processes within the Department • Manage the design and implementation of change management initiatives • Facilitate the development and implementation of service delivery improvement plans and initiatives • Facilitate the implementation of diversity management programmes • Manage all the performance planning and performance reporting activities of the Department.

Enquiries: Ms Onnica Sithole, tel. (018) 388 5957

Director: Entity Oversight and Interface

Salary: R1 162 200.00 per annum (all-inclusive package level 13)

• REF: 04/DEDECT/2023/NW • Center: Mafikeng

Requirements: • A Bachelor's degree in Business Management/Public Management/Accounting/Finance/ Economics • Post-graduate qualifications on these fields will be advantageous • Minimum 5 years' relevant work experience in a middle management position • Practical exposure to corporate governance processes and government planning and reporting mechanisms • SMS Pre- Entry Certificate is a requirement • For more details on the pre-entry course visit: <https://www.thensq.gov.za/training-course/sms-pre-entry-programme> • Must be in possession of a valid driver's license.

Competencies: • Extensive knowledge of the Public Service Act and Public Service Regulations • Knowledge on the development of Government policies • Problem solving; communication; writing; analytical; facilitation; presentation and project management skills • Knowledge in Stakeholder and relationship management • Computer literacy.

Duties: • Review of the Corporate Governance • Implement the Public Finance Management Act • Review established governance structures in Public Entities and implement systems to deliver the required outputs • Initiate trends for good governance practices in the Public Entities • Advise the Executive Authority on governance matters relating to Public Entities. Facilitate the conclusion and signing of shareholder compact/ SLA between Executive Authority and Entities and monitor the implementation process • Provide Public Entity's governance and regulatory compliance framework shareholder oversight support • Co-ordinate the appointment of members of the public entity's board • Financial Analysis and reporting: Evaluate Strategic Plans/Annual Performance Plans and establish indicators for Public Entities reporting to the Executive Authority • Frequent analysis of Public Entities quarterly reports and their expenditure trends • Monitor financial management and performance in public entities in terms of PFMA and Treasury Regulation • Review of Annual Reports of Public Entities reporting to the Executive Authority • Oversee and monitor the performance of entities in line with the set objectives and programmes • Co-ordinate the process for amendment, approval and tabling of the strategic plans, annual performance plans and annual reports • Budget Analysis, review of annual budget/grant allocations: Review and assess Public Entities Medium Term Expenditure Framework and budget allocations and make recommendations • Review, research, analysis of fiscal implications and engagements and submissions on public entities legislation, regulation, policy proposals, and service delivery trends • Prepare submissions and engage the Chief Financial Officer(CFO) on short falls and financial improvement of the Public Entities • Internal and external communication: Facilitate stakeholder interface, including meetings between the department and public entity as well meeting between the Executive Authority and the Board • Engage internal and external Public Entities for stakeholder liaison in order to obtain information, inputs and recommendations • Provide advice to Head of Department (HoD) and Executive Authority relating to Executive Council, Portfolio Committee and Legislature correspondence pertaining to Public Entities.

Enquiries: Ms Lebo Diale, tel. (018) 388 1178

Deputy Director - Liquor Administration

Salary: R811 560.00 per annum (Level 11) All-inclusive Remuneration package

• REF: 05/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • An appropriate three (3) year National Diploma/B Degree in law/Public Administration/ Business Administration • A minimum of three (3) to five (5) years' experience in the regulatory environment of which the three (3) years as an Assistant Director and supervisory level, 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 licences 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 Khumoetsile Taoana, tel. (018) 388 5959

Deputy Director: Women Empowerment Interventions

Salary: R811 560.00 per annum (Level 11). All-Inclusive Renumeration Package.

• REF: 06/DEDECT/2023 • Centre: Mahikeng

Requirements: • Appropriate National Diploma (NQF6)/Bachelor Degree (NQF7) in Entrepreneurship/Business Management/Business Economics/Social Science specializing in Community Development • A minimum of 3 years' relevant experience in the women empowerment environment management • A valid driver's license.

Competencies: • A proven knowledge of and experience in organizing and coordinating public outreach programmes and campaigns, community development, women in business advocacy programmes and stakeholder relations • Intimate knowledge of public policy priorities and legislative and policy frameworks and other prescripts applicable to women in business empowerment in South Africa • A good understanding of intergovernmental relations, non-governmental organisations, civil society organisations and other stakeholders • Applied knowledge of organisational and project management skills • Strong people skills, ability to lead and motivate teams and work in a consultative manner • Excellent analytical thinking and report writing skills • Must be prepared to travel and work long hours where necessary.

Duties: • To develop, lead and coordinate the implementation of women in business empowerment responsive public outreach and community mobilisation programmes and advocacy campaigns to advance gender equality and women's empowerment advancement • Facilitate stakeholder coordination and outreach across sectors of society • Facilitate and co-ordinate activities related to Provincial Women's Day, Women's Month and other relevant national campaigns to advance women's empowerment • Ensure effective coordination with other government departments and stakeholders • Effectively support the management of the Sub Programme in line with departmental and public service prescripts • Maintain an updated database of women in business per district Municipality in line with the new District Delivery Model Prepare presentations and reports on women in business • Consolidate reports on women empowerment interventions from other DEDECT programmes and submit monthly and quarterly progress reports.

Enquiries: Ms Carol Rasego, tel. (018) 388 6054

Deputy Director: Youth and People with Disabilities Empowerment

Salary: R811 560.00 per annum (Level 11). All-Inclusive Renumeration Package.

• REF: 07/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • Appropriate National Diploma (NQF6)/Bachelor Degree(NQF7) in Entrepreneurship/Business Management/Business Economics/Social Science specializing in Community Development • Minimum 3 years' relevant experience in disability rights inclusion, monitoring and evaluation processes • Sound knowledge of international treaties and domestic policies impacting on the lives of persons with disabilities in business • A minimum of 3 years' relevant experience in youth and people with disabilities empowerment environment management • A valid driver's license.

Competencies: • A proven knowledge of and experience in organizing and co-ordinating public outreach programmes and campaigns, community development for youth and people with disabilities in business advocacy programmes and stakeholder relations • Intimate knowledge of public policy priorities and legislative and policy frameworks and other prescripts applicable to youth and people with disabilities in business in South Africa • A good understanding of intergovernmental relations, non-governmental organisations, civil society organisations and other stakeholders supporting people with disabilities and youth empowerment programmes • Understanding disabilities from a socio-economic and human rights perspective, as well as advocacy and awareness strategies and measures to support people with disabilities and youth in business • Applied knowledge of organisational and project management skills • Strong people skills, ability to lead and motivate teams and work in a consultative manner • Excellent analytical thinking and report writing skills • Must be prepared to travel and work long hours where necessary.

Duties: • To develop, lead and co-ordinate the implementation of youth and people with disabilities empowerment responsive public outreach and community mobilisation programmes and advocacy campaigns to advance the rights of people with disabilities and youth empowerment advancement • Facilitate stakeholder coordination and outreach across sectors of society • Facilitate and coordinate activities related to Provincial Youth Month, People with disabilities and Days of Activism other relevant national campaigns to advance youth and people with disability rights and empowerment • Ensure effective co-ordination of youth and people with disabilities entrepreneurship promotion programmes with other government departments and stakeholders • Facilitate economic transformation, youth entrepreneurship and Job creation programmes in partnership with keys private and public sector stakeholders • Effectively support the management of the Sub Programme in line with departmental and public service prescripts • Maintain an updated database of youth and people with disabilities in business per district Municipality in line with the new District Delivery Model • Prepare presentations and reports on youth and people with disabilities • Consolidate reports on youth and women empowerment interventions from other DEDECT programmes and submit monthly and quarterly progress reports • Advocate for youth in business empowerment programmes in consultation with local government, private sector and national government.

Enquiries: Ms Carol Rasego, tel. (018) 388 6054

Deputy Director: Consumer Affairs

Salary: R811 560.00 per annum (Level 11). All-Inclusive Salary Package.

• REF: 08/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • Bachelor of laws (LLB) • Three (03) years' managerial and leadership experience in the legal environment, preferably in consumer protection field/consumer-related environment • Computer literate • A valid driver's license.

Competencies: • Excellent track record in consumer protection field • Sound knowledge and in depth understanding of consumer protection legislation • Broad knowledge of PFMA and Treasury Rules and Regulations • Excellent negotiation, mediation, analytical and negotiation skills • A lateral thinker with project management and ability to exercise credible and unquestionable judgment in decision making • Managerial and leadership skills.



Duties: • Oversee the investigation of consumer complaints lodged with the Office • Ensure implementation of Consumer Court decision • Ensure cooperate governance and alignment of Provincial and National legislation • Co-ordinate and harmonise functions performed by other Regulators, National and Provincial governments • Manage projects and programmes undertaken by the Office • Give legal advice on consumer related issues and interpret contracts and other legal documents • Administer the Consumer Affairs Act No. 4 of 1996 and implement national legislation within the functional area listed under Schedule 4 of the Constitution assigned to the Province • Liaise with other stakeholders on consumer advocacy issues • Partake in inter-Provincial forums.

Enquiries: Mr. Edwin Letsogo, tel. (018) 388 5847

**Control Biodiversity Officer: Grade A
Biodiversity Permitting and Criminal Investigations**
Salary: R554 490.00 per annum

• REF: 09/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • Bachelor's Degree (NQF7)/National Diploma (NQF6) in Nature Conservation in Nature Conservation/Environmental Management Sciences/Natural Sciences • 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 managerial level • A valid driver's license is compulsory.

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

**Control Environment Officer: Grade A
Pollution and Waste Management**
Salary: R554 490.00 per annum

• REF: 10/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • An appropriate recognized National Diploma (NQF6)/Bachelor's Degree (NQF7) in the field of Environmental Science/Natural Sciences • Extensive knowledge of relevant Environmental legislation • Minimum of 6 years' of experience in the Environmental Management field of which 4 years' must be practically in the field of waste management and at supervisory level • Must have a valid driver's license.

Competencies: • Must have a good decision-making; computer literate, problem solving and conflict resolution and analytical thinking skills • Must be able to identify, understand and communicate environmental issues • Must be willing to work overtime/outside normal working hours • Must have proven verbal and written communication • Ability to timeously produce thorough and informative documents, and to formulate clear, concise and legally defensible decisions • Manage the processing of applications for licenses related to waste management within legislated timeframe • Manage response to emergency incidents and complaints pertaining to waste activities • Must be able to work under pressure and able to interact with a diversity of clients including staff, public and also in hostile situation.

Duties: • Manage the development and implementation of Provincial integrated waste management plans • Manage the support to municipalities and industries to develop and implement the Integrated Waste Management Plans • Manage the evaluation and investigation of waste impact in the environment • Check the quality and recommend issuance of waste management licences to waste management listed activities • Manage the registration and reporting of waste management facilities on Waste Information System • Comment on waste related projects • Perform and manage administrative and related functions.

Enquiries: Ms Basadi Moselakgomo, tel. (018) 389 5731

**Biodiversity Officer (Specialised Production):
Management of Biodiversity Criminal Investigations**
Salary: R451 587.00 per annum

• REF: 11/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • Bachelor Degree (NQF7)/National Diploma (NQF6) in Nature Conservation in Nature Conservation/Environmental Management Sciences/Natural Sciences • Additional National Diploma in Policing Science and/or EMI certificate will be an added advantage • At least two (2) years' experience in Biodiversity Enforcement (both criminal and admin enforcement) • A valid driver's license is compulsory.

Competencies: • Thorough understanding of Biodiversity issues • Knowledge of sustainable use of natural resources and ecosystems, alien and invasive species, CITES and threatened or protected species • 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 Investigation Officers throughout the North West Province • Management of nature conservation based investigations within the Province • Manage Biodiversity administration and Criminal enforcement of the North West Province • Management of Biodiversity crime scenes and maintaining chain of custody • Management of case dockets and handing over for public prosecution • Attend both Provincial as well as National Biodiversity Management meetings Prepare monthly, quarterly and annual reports.

Enquiries: Mr Jonathan Denga, tel. (018) 389 5527

**Environmental Officer Production Grade C:
Pollution and Waste Management**
Salary: R420 447.00 per annum

• REF: 12/DEDECT/2023/NW • Centre: Mafikeng

Requirements: • An appropriate recognized National Diploma (NQF6)/Bachelor Degree in the field of Environmental Science/Natural Sciences • Must have 3 years' practical experience in the field of waste management.

Competencies: • Extensive knowledge of relevant Environmental legislation • Good decision-making, problem solving, conflict resolution • Computer literacy • Must have a valid driver's license • Must be able to work under pressure and able to interact with a diversity of clients including staff, public and also in hostile situation • Must be willing to work overtime/outside normal working hours • Must have proven verbal and written communication • Ability to timeously produce thorough and informative documents, and to formulate clear, concise and legally defensible decisions • Analytical thinking skills, and ability to identify, analyze, understand and communicate environmental issues.

Duties: • Support municipalities and industries to develop and implement the Integrated Waste Management Plans • Comment on waste related projects • Evaluate and investigate impact of waste in the environment • Recommend issuance of waste management licenses to waste management listed activities • Support the development and implementation of programme strategies and respond to emergency incidents and complaints pertaining to waste activities • Register waste management facilities on Waste Information System.

Enquiries: Ms Basadi Moselakgomo, tel. (018) 389 5731

Assistant Director: Liquor Compliance and Enforcement
Salary: R424 104.00 per annum

• REF: 13/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • An appropriate three year National diploma (NQF6)/Bachelors Degree (NQF7) in Public Administration/Business Management/Entrepreneurship • Minimum of (3) years' experience in the compliance regulatory environment, of which (2) years' must be at supervisory level 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 • Organisation skills, 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.

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 as and when required • Consolidated 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/inspections in loco on behalf of the board and compile a comprehensive report.

Enquiries: Ms Sylvia Mokonyane, tel. (018) 388 5864

Assistant Director: Education and Research
Salary: R424 104.00 per annum (Level 9)

• REF: 14/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • A minimum of Bachelor's degree in Education/Commerce/Consumer Science/Communication/ Public Administration • Three (3) years' experience in regulatory environment • Experience of consumer-related environment will be an added advantage • A driver's license • Computer Literacy.

Competencies: • Good verbal and written communication and marketing 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: • Manage Education and Research Unit • Ensure that education and awareness programmes are conducted • Ensure dissemination of information on consumer related matters • Organize and hold information session workshops • Work with other regulatory bodies on their consumer education initiatives • Ensure that Consumer Road Shows are conducted • Promote media literacy through media talk shows • Provide print and electronic to media • Continuously update consumer information brochures • Conduct research on consumer behavior or other related matters • Partake in inter provincial activities • Promote the mandate of consumer affairs through roadshows and other available platforms/structures.

Enquiries: Mr Edwin Letsogo, tel. (018) 388 5847

Assistant Director: Consumer Court (Clerk of the Court)
Salary: R424 104.00 per annum (Level 9)

• REF: 15/DEDECT/2023 • Centre: Mahikeng

Requirements: • Bachelor of laws-LLB degree • Minimum three (03) 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 • Extensive knowledge of the Consumer protection legislation, in particular Consumer Protection Act • Organisational, planning and management skills.

Duties: • Oversee that Court function effectively and efficiently • Administer all correspondence and processes for smooth running of the Court • Serve documents including Summons, Subpoena and Notices • File documents on the Court file and paginate Court record • Handle logistical arrangements for Court sessions, including ensuring accommodation for members, arranging Court dates and sittings and book accommodation for hearings if outside Head Office • Prepare Court for session • Arrange for interpretation services • Ensure that all sittings recording are properly handled, saved and made available on request for transcription purposes • Refer judgments to enforcement unit and Ensure that Court orders are publicised.

Enquiries: Mr Edwin Letsogo, tel. (018) 388 5847

Consumer Investigator: Consumer Protection
Salary: R359 517.00 per annum (Level 8)

• REF: 16/DEDECT/2023/NW • Centre: Vryburg

Requirements: • National Diploma in Law (NQF 6)/Bcom Law/Bachelor of Laws (LLB) NQF 7 • Minimum three year experience in regulatory environment • Two (02) years' of 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 • Extensive knowledge of the Consumer protection legislation, in particular Consumer Protection Act • Organisational, planning and management skills.

Duties: • Assess complaints objectively • Evaluate the facts to establish whether there is a just cause • 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. (053) 928 0382

Training Officer: HRD
Salary: R359 517.00 per annum (Level 08)

• REF: 17/DEDECT/2023NW • Centre: Mafikeng

Requirements: • Grade 12 Certificate or equivalent and National Diploma (NQF6)/Bachelors Degree (NQF7) in Human Resource Development/Human Resource Management with two to three (2-3) years' of experience in Training and Development/Learning and Development (HRD) field • Persal Certificate on Personnel Administration • A valid driver license.

Competencies: • 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 • Sound knowledge of Skills Development and Public Service Legislations and Frameworks.

Duties: • Facilitate the development and effect implementation of Workplace Skills Plan and the Departmental Training Plan • Coordinate departmental training programmes • Co-ordinate 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 Basic Education and Training (ABET) 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.

Enquiries: Mr Kelaegile Mojela, tel. (018) 388 5905

Supply Chain Practitioner
Salary: R294 321.00 per annum (Level 7)

• REF: 18/DEDECT 2023/NW • Centre: Mahikeng

Requirements: • Bachelors' degree (NQF 7)/National Diploma NQF level 6/Economics/Financial management/ Supply Chain Management with 3 years' relevant experience in Supply Chain Management • A valid driver's license.

Competencies: • Knowledge of the public sector procurement processes, rules and regulations • Understanding of the PFMA, Treasury Regulations and other related prescripts • Good verbal and written communication skills, interpersonal relations, time management, office management and administration skills • Knowledge of the Walker transversal systems will be an added advantage • Computer literacy in Microsoft Office and accounting systems • Ability to work under pressure and deliver to tight deadlines.

Duties: • Assist end users with timeous development of the specifications/terms of reference for sourcing of quotes and bids • Assist end users with compilation of Demand Management Plans and Procurement Plan • Consolidate relevant reports and review demand management Plans • Conduct market and variance analysis, commodities • Procurement of goods, services and works within the department by means of quotations and bids • Maintenance of effective systems and procedures for the procurement of goods and services • Compilation of bid documents • Administration of bids, specification, publication, evaluation and adjudication • Prepare management reports • Supervision of staff.

Enquiries: Mr. Willie Molokele, tel. (018)388 5907

**Personal Assistant x2 to the Head of
Department and Chief Director: IEDS**
Salary: R294 321.00 per annum (Level 7)

• REF: 19/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • Grade 12 and National Diploma (NQF 6) in Office Management/Office Administration/ Management Assistant • 2-3 years' of experience in rendering a support secretarial services • Computer literacy • Candidates must be prepared to travel and work long hours • A valid driver's license.

Competencies: • 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 analyze 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: • Rendering Administrative and Secretarial support services to the respective manager • Diary planning/ scheduling of appointments and ensuring efficiency of the office of the manager • Manage document flow, filing, safety and custody in the office of the manager • Provide secretarial services for the Chief Directorate division meetings • Collating all information/documentation required from departments for audit purpose • Consolidating and compiling monthly, quarterly and management performance reports of the respective unit • Handles the procurement of goods and services for the activities of the manager • Communicating with internal and external stakeholders telephonically, in person and in writing through the drafting of letters, documents, reports and e-mail messages • Receiving and coordinating mail addressed to the manager for their perusal and action • Support the manager with the administration of the manager's budget • Follow up and liaise with the manager to report on operational matters.

Enquiries: Mr. Kakona Tlhomelang, tel. (018) 388 5826

Environmental Officer Production Grade A – C x2
Development Impact Management

Salary: Salary payable will be determined according to the requirements in the
OSD Determination

• REF: 20/DEDECT/2023/NW • Centre: Rustenburg and Mahikeng

Requirements: • A three (3) year Bachelor's Degree/Diploma in the field of Environmental Science/Management or relevant equivalent qualification • Knowledge of National Environmental Management Act, 1998 (NEMA) and its implementation as well as, Environmental Impact Assessment (EIA) Regulations, 2014 as amended • Must have minimum three (3) years practical experience in the field of Environmental Impact Assessments • A valid driver's licence • Computer Literacy • Registration as candidate Environmental Assessment Practitioner (EAP) or submit proof of submission to Environmental Assessment Practitioners Association of South Africa (EAPASA).

Competencies: • Knowledge and Experience in evaluation of Environmental Impact Assessment process applications • Knowledge and experience in EIA Administrative Systems • Background in Geographic Information Systems (GIS) will be an added advantage • Must be able to work under pressure and able to interact with a diversity of clients and staff • Have knowledge and sound understanding of environmental issues, environmental management and environmental law • Must have proven verbal and written communication skills • Ability to timeously produce legal and informative documents, and formulate clear, concise and legally defensible decisions.

Duties: • Evaluation of applications for EIA process, that is, Review of Basic Assessment Reports, Scoping Report (SR) and Environmental Impact Assessment Reports (EIAR), S24 G Application Reports, application for Environmental Authorization Amendments and reaching legally defensible decision within operational plan timeframe • Provide information and technical/procedural advice relating to impact management, that is, Review documents such as Business Rights/Basic Assessment Report/Environmental Management Programmes/Scoping Report/Environmental Impact Assessment Report received from other competent authorities, including evaluation of EIA related queries • Evaluate and investigate the impact of mining, urban, industrial utility and other forms of development, within the context of various integrated environmental management tools including EMF, and Strategic Environmental Assessment • Capture the application information into the National Environmental Authorization System (NEAS) • Be involved in the development of Environmental Management Framework (EMF) in the implementation of such EMFs • Perform administrative and related functions • Prepare the applications status quo, update investigation diaries and site inspection reports including back to office report.

Enquiries: Ms Ellis Thebe, tel. (018) 389 5099

Control Environment Officer Air Quality Management Grade A

Salary: R554 490.00 per annum (OSD salary)

• REF: 21/DEDECT/ 2023/NW • Centre: Mahikeng

Requirements: • An appropriate recognised three (3)-year Degree in the field of Environmental Management/ Natural or Physical Sciences • Extensive knowledge of relevant Air Quality Management legislation especially related to Air Quality Monitoring • Minimum of six (6) years' of experience in the Air Quality Management field of which four (4) years must be practically in the field of air quality monitoring • Must have a valid driver's license.

Competencies: • Must be able to work under pressure and able to interact with a diversity of clients including staff, the public and also in hostile situation • Must have good decision-making; computer literate; problem solving and conflict resolution and analytical thinking skills • Must be able to identify, understand and communicate air quality management issues • Must be willing to work overtime/outside normal working hours • Must have proven verbal and written communication skills • Ability to timeously produce thorough and informative documents, and to formulate clear, concise and legally defensible decisions • Must be computer literate.

Duties: • Manage the development and administration of Air Quality Management Systems and policies • Manage the development and implementation of specific projects related to air quality monitoring, information management and capacity building • Provide expert advice on specialised air quality management issues including serving on and rendering expert advice to specific project forums and committees, with specific reference to air quality management • Participate in capacity building programmes with municipalities and industry by means of compiling information sheets, brochures, guidelines, presentations, manuals to be used at training and other specific workshops • Manage the operation and maintenance of a provincial ambient air quality monitoring network, by managing internal quality control activities which includes diagnostic checks, point checks and calibrations • Managing the maintenance of air quality monitoring equipment (scheduled and ad-hock) • Co-ordinate data processing and reporting • Management of South African National Accreditation System (SANAS) accreditation • Identify and draft project proposals for air quality monitoring specialised projects and conduct complex research for projects.

Enquiries: Ms Portia Krisjan, tel. (018) 389 5929/5995

Control Biodiversity Officer Grade A: (Biodiversity Regulations)

Salary Level: R554 490.00 per annum (OSD Salary)

• REF: 22/DEDECT/2023/NW • Centre: Vryburg

Requirements: • Three (3)-year Bachelor's Degree/Diploma in Nature Conservation/Environmental Management or equivalent qualification • A post graduate degree in Natural Sciences and/or designation as an Environmental Management Inspector will be an added advantage • At least four (4) years' experience in the field of Biodiversity Regulations • Computer literacy • Must have a valid driver's license.

Competencies: • Thorough understanding and experience in biodiversity management and conservation • Knowledge of sustainable use of natural resources and ecosystems, alien and invasive species, Convention on International Trade in Endangered Species of wild Fauna and Flora (CITES)and Threatened or Protected Species • Conversant with contents of Legislative Frameworks governing Biodiversity Management and Conservation, plus policy formulation • Stakeholder engagement and public relations skills • Strategic capability and leadership • Verbal and written communication and report writing skills.

Duties: • The successful candidate will be required to manage the Biodiversity Regulatory sub-directorate's activities in Dr. Ruth Segomotsi Mompati District • Identify collaborative projects across a wide spectrum in order to mainstream biodiversity issues in the District • Conduct and manage district nature conservation based inspections • Co-ordinate and implement international and national Biodiversity Legislative provisions, and indicators with specific reference to threatened or protected species, alien and invasive species, bio-prospecting, access and benefit sharing, as well as Convention on International Trade in Endangered Species of wild Fauna and Flora (CITES) in the District • Implement national and provincial biodiversity legislative tools to promote sustainable management and utilisation of natural biodiversity resources and ecosystems in the District • Manage key performance areas of subordinates • Prepare monthly, quarterly and annual reports.

Enquiries: Dr Lethogonolo Gaborone, tel. (018) 389 5928

Biodiversity Officer Specialized Production Grade A
(Damage Causing Animals)

Salary: R451 587.00 per annum (OSD Salary)

• REF: 23/DEDECT/2023/NW • Centre: Potchefstroom

Requirements: • A three (3)-year Degree/Diploma/B.tech in Nature Conservation/or Natural Sciences • A valid certificate in techniques and applications of chemical immobilization drugs with a record of working with such drugs • A valid professional hunter's qualification and/or a valid fire-arms competency for rifles, handguns or shotgun will be an added advantage • At least three (3) years of experience in problem animal management or related field • Computer literacy • Must be in possession of a valid drivers licence.

Competencies: • Knowledge or understanding on the use of chemical immobilisation drugs on predators • Thorough understanding and experience in management and capture of damage causing animals • Thorough understanding of biodiversity issues • Practical experience in working with fire-arms, large predators, primates and reptiles • Knowledge of sustainable use of natural resources and ecosystems and Conservation principles • Conversant with contents of Legislative Frameworks governing Biodiversity Management and Conservation • Verbal & written communication and report writing skills.

Duties: • The successful candidate will be required to conduct problem animal-based inspections, with the aim to manage human wildlife conflicts in Dr. K. Kaunda District • Capture and relocate problem animals in the District and Province wide • Damage causing animals evaluations and permit recommendations • Manage key performance areas of subordinates • Prepare monthly, quarterly and annual reports • Manage damage causing animals • Identify collaborative projects across a wide spectrum in order to mainstream Damage Causing Animals (DCA) issues • Assist in the formulation of policies regarding Damage Causing Animals (DCA) management • Interact with Provincial, National and International Forums and projects as a Provincial Specialist • Contribute to Provincial Biodiversity Inventory (data collection, capture, analysis and interpretation).

Enquiries: Mr Willem Boshoff, tel. (018) 389 5204

Biodiversity Officer Production Grade A

Salary: R310 767.00 per annum (OSD salary)

• REF: 24/DEDECT/2023/NW • Centre: Wolmaransstad

Requirements: • A three (3) - year Bachelor's Degree/Diploma in Nature Conservation/Environmental Management qualification • A post-graduate degree in Natural Sciences and/or Designation as an Environmental Management Inspector will be an added advantage • At least two (2) years' work experience in the Biodiversity and Conservation Management or Compliance and Enforcement field • Must be in possession of a valid driver's licence • Computer literacy.

Competencies: • Thorough understanding of and experience in biodiversity Management and Conservation issues • Knowledge of sustainable use of natural resources and ecosystems, alien and invasive species, Convention on International Trade in Endangered Species of wild Fauna and Flora (CITES) and Threatened or Protected Species • Knowledge of relevant Legislative Framework governing Biodiversity Management and Conservation in the Province • Public engagement and public relations skills.

Duties: • The successful candidate will be required to conduct Biodiversity Inspections towards permit issuance and compliance enforcement in Dr. Kenneth Kaunda District • Implement International and National Biodiversity Legislative prescripts and Indicators with specific reference to Threatened or Protected Species • Alien and invasive Species • Bio-prospecting • Access and benefit Sharing and CITES • Manage key performance areas of subordinates • Prepare monthly, quarterly and annual reports • Verbal, written communication and report writing skills, work outdoors under pressure and extensive travelling.

Enquiries: Dr Lethogonolo Gaborone, tel. (018) 389 5928

Environmental Officer Production(Reporting) Grade A-C

Salary: Salary payable will be determined according to the requirements in the
OSD Determination

• REF: 25/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • A National Diploma or Degree in Environmental Management or Natural Sciences • Minimum of two (2) years' experience in environmental management • Knowledge on environmental indicators • Sound knowledge of South African Environmental Legislation, Policies, Protocols and Interventions • A valid driver's license code 08 (EB) • Advanced computer literacy in MS Office (MS Word, MS Excel, MS Outlook) • Experience in use of GIS software is preferable.

Competencies: • Good verbal and written communication skills • Database management • Data processing and interpretation skills • Analytical skills • Report writing skills • Personal attributes: conscientious, dedicated, innovative, organised and ability to meet deadlines.

Duties: • 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.

Enquiries: Ms Tharina Boshoff, tel. (018) 389 5666

Control Environmental Officer:

Environmental Extension - Grade A

Salary: R554 490.00 per annum (OSD Salary)

• REF: 26/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • An appropriate three (3) year Degree in Environmental Management/Environmental Education/degree in biodiversity management or Nature Conservation • Post Graduate qualification in Project Management will be added advantage.

Competencies: • A valid driver's licence • Six (6) years experience in the environment sector of which three (3) years must be Managerial and supervisory experience • Computer skills • Good broad knowledge of Environmental issues, Legislation, Policy and International Conventions • Project management skills • Good communication and interpersonal skills • Ability to identify and solve problems • Conflict resolution and analytical thinking skills • Ability to work in the office and field environment • Ability to work as a team leader and independently.

Duties: • Develop and implement an environmental awareness policy for the province • Develop and implement a strategy for the establishment and sustainability of Environmental Clubs • Manage the planning and implementation of the environmental awareness programmes including but not limited to campaigns, capacity building through camps, project development and mobilization of designated groups to participate in environmental programmes and projects • Manage the planning and implementation of environmental calendar events • Co-ordinate reporting on programmes directed to designated groups (women, youth and people living with disability) • Report on environmental awareness programs • Initiate and formalize partnerships with both public and private sector on environmental programmes • Co-ordinate and implementation of environmental projects • Develop and implement a service delivery improvement plan for extension/advisory services • Plan and implement extension activities for the targeted beneficiaries • Ensure provision aftercare support for extension programme • Management of KRA for staff • Management of budget.

Enquiries: Ms Lebo Diale, tel. (018) 389 5666

Control Environment Officer-Air Quality Management - Grade A

Salary: R554 490.00 per annum (OSD Salary)

• REF: 27/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • An appropriate recognised three (3)-year Bachelor's Degree in the field of Environmental Science/Natural Sciences and appropriate experience and knowledge of air quality management and other environmental issues • Extensive knowledge of relevant Environmental legislation especially National Environmental Management: Air Quality Act 39 of 2004, Regulations and any other air quality related legislation • Six (6) years 'experience in supervision, management and administration of Air Quality Management • Must be able to work under pressure and able to interact with a diversity of clients including staff, public and also in hostile situation • Must have a valid driver's license.

Competencies: • Must have a good decision-making; computer literate; problem solving conflict resolution and analytical thinking skills • Must be able to identify, understand and communicate environmental issues • Must be willing to work overtime/outside normal working hours • Must have proven verbal and written communication • Ability to timeously produce thorough and informative documents, and to formulate clear, concise and legally defensible decisions.

Duties: • To manage and administer the Atmospheric Emission Licensing (AEL) process by ensuring that administrative procedures for the processing of AELs are executed effectively and efficiently within legislated timeframe • Ensure compliance with National Atmospheric Emission Inventory System (NAEIS) • Manage the development, review, implementation, monitoring and evaluation of policy instruments with regards to management which will include but not limited to legislation, air quality management plans, strategies, guidelines, and norms and standards and support municipalities on the development and implementation of municipal Air Quality Management Plans and any other support that might be required • Manage Provincial ambient air quality management network and ensure that minimum data requirements are met and all stations are reporting to SAAQIS • Responsible for undertaking research and collecting data relevant to air quality management.

Enquiries: Ms Portia Krisjan, tel. (018) 389 5995

Environmental Officer Production-
Environmental Extension Services - Grade A-C

Salary: Salary payable will be determined according to the requirements in the
OSD Determination

• REF: 28/DEDECT/2023/NW • Centre: Vryburg

Requirements: • A recognized three (3) years Degree in Environmental Management/Environmental Science/ Biodiversity management or Nature Conservation/Environmental Education • Knowledge of the National Environmental Management Act (Act No of 1998) and all the SEMAs.

Competencies: • A valid driver's license • Three (3) years' experience in the environment sector • Computer skills • Good broad knowledge of Environmental issues, Legislation, Policy and International Conventions • Project management skills • Good communication and interpersonal skill • Ability to identify and solve problems • Conflict resolution and analytical thinking skills • Ability to work in the office and field environment • Ability to work as part of a team and also work independently.

Duties: • Plan and implement environmental awareness campaigns • Plan and implement Community based natural resource management programmes • Plan and implement environmental calendar events • Reporting on environmental awareness programs • Plan and implement environmental club activities • Plan and implement the recruitment and registration of clubs • Report on clubs activities and statistics • Plan and implement environmental projects • Report on projects activities • Plan and implement extension activities for the targeted beneficiaries • Provide after care support for extension projects/programme • Report on Environmental Extension activities.

Enquiries: Ms Lebo Diale, tel. (018) 389 5666



Biodiversity: Permit Officer (Professional Hunting)

Salary: R241 485.00 per annum (Level 6)

• REF: 29/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • An appropriate three (3) - year Degree/Diploma in Nature Conservation • At least two (2) years' experience in the Biodiversity and Conservation Management field.

Competencies: • Thorough understanding of biodiversity issues • Extensive knowledge of sustainable use of natural resources and ecosystems, alien & invasive species • Conversant with contents of legislative frameworks governing biodiversity management and conservation • Demonstrate ability to operate the electronic Biodiversity Permit Issuing system and ability to use computers which includes MS Word, Excel, and Outlook • Ability to communicate with a wide range of stakeholders verbally & written • Demonstrate good administrative skills and ability to work under pressure • A valid driver's license is compulsory.

Duties: • The successful candidate will be required to issue all biodiversity permits and licenses related to the Professional Hunting Industry • Collate all hunting registers and compile permit statistics to produce permit and reconciliation reports • Receive and manage permit queries and complaints • Prepare monthly, quarterly and annual permit reports.

Enquiries: Mr Stephen Molatlhegi, tel. (018) 389 5093

Assistant Director - Liquor Administration

Salary: R424 104.00 per annum (Level 9)

• REF: 30/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • An appropriate three (3) year National Diploma/B Degree in Law/Public Administration/Business Administration • A minimum of three (3) years' experience in the regulatory environment of which two (2) years must be supervisory and experience in the liquor related field will be an added advantage • A valid driver's licence.

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 • 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 Khumotsile Taana, tel. (018) 388 5959

Senior Administration Officer - Liquor Administration x2

Salary: R359 517.00 per annum (Level 8)

• REF: 31/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • An appropriate three (3) year National Diploma in Business Administration/Public Administration or related degree • Minimum of one (1)- two (2) years' experience in the regulatory environment of which one (1) year experience must be at supervisory level • Experience in the liquor related field will be an added advantage • A valid driver's license.

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: • Renewal of all active liquor licenses, Capture payments on the system, Identify and change status of lapsed licences, update particulars on approved transfers and removal of licences • Compile weekly, monthly and quarterly reports • Compile database of all active and lapsed liquor outlets • Ensure verification of applications for board adjudication.

Enquiries: Ms Khumotsile Taana, tel. (018) 388 5959

Provincial Liquor Trade Inspector

Salary: R359 517.00 per annum (Level 8)

• REF: 32/DEDECT/2023/NW • Centre: Rustenburg

Requirements: • An appropriate three (3) year National Diploma in Law/Public Administration or related Degree • A minimum of two (2) years' experience in the compliance, enforcement environment and investigations • Experience in liquor related field will be an added advantage • A valid driver's licence is compulsory.

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 • Experience in conducting inspections and investigations as well as in stakeholder management and project management • Broad Knowledge and understanding of the National Liquor Act and Regulations including National liquor Policy and National Norms and standard.

Duties: • Conduct routine and joint compliance inspections on both National and Provincial Liquor legislations to ensure compliance with the Liquor related legislation, throughout the four district of the Province • Conduct raids operations as and when required • Compile weekly, monthly and quarterly reports • Compile database of liquor outlets • Issue compliance and non-compliance notices • Conduct initial and final inspections and compile a comprehensive report • Liaise with relevant stakeholders • Conduct inspections/investigations in loco on behalf of the board and compile a comprehensive report • NB: The candidate to be appointed will be a Provincial Inspector and may be deployed anywhere in the North West Province.

Enquiries: Ms Sylvia Mokonyane, tel. (018) 388 5864

Liquor Education and Awareness Officer

Salary: R359 517.00 per annum (Level 8)

• REF: 33/DEDECT/2023/NW • Centre: Vryburg

Requirements: • An appropriate National Diploma or Degree in Education/Communication/Public Administration or an equivalent qualification in the field of research and marketing • A minimum of three (3) years' experience in the compliance regulatory environment, of which liquor trading environment will be an added advantage • 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 • Good research, report writing, presentation, communication, (Verbal and Written) planning and organization skills • Broad Knowledge and understanding of the National and Provincial Liquor legislation including National liquor policy, norms and standard.

Duties: • Ensure effective liquor regulation and strengthen compliance by conducting awareness campaigns targeted at liquor traders • Roll out of education and awareness activities to increase public knowledge on liquor related matters (Lectures, roadshows and radio interviews) • The official will be expected to make power point presentations and update information brochures • Plan and Organise social responsibility programme through collaboration with liquor traders and other stakeholders to counter socio economic effects of liquor trade • Facilitate the formations of Liquor forums and associations in the Province • Establish and forge partnerships within other government Departments and institutions • Compile comprehensive weekly, monthly and quarterly reports • **NB:** The candidate to be appointed will be a Provincial Inspector and may be deployed anywhere in the North West Province.

Enquiries: Ms Sylvia Mokonyane, tel. (018) 388 5864

Education and Research

Salary: R359 517.00 per annum (Level 8)

• REF: 34/DEDECT/2023/NW • Centre: Brits

Requirements: • Three (3)-year Degree or Diploma or Education/Public Administration/B. Com Law • Two (2) year experience in administrative field • An experience in regulatory or consumer-related environment will be an added advantage • A valid driver's license • Computer literate.

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: • Conduct education and awareness programmes • Dissemination of information on consumer related matters • Organise and hold information session workshops • Work with other regulatory bodies on their consumer education initiatives • Conduct Consumer Road Shows • Promote media literacy through media talk shows • Provide print and electronic to media • Continuously update consumer information brochures • Conduct research on consumer behaviour or other related matters • Partake in inter-provincial activities.

Enquiries: Mr Seile Letsogo, tel. (018) 388 5847

Senior Administration Officer (Consumer Investigation)

Salary: R359 517.00 per annum (Level 8)

• REF: 35/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • A minimum three (3) year Diploma in Paralegal or Degree in Bachelor of Commerce-Criminology or Law of Contract • Two (2) year experience in administrative field • An experience in regulatory or consumer-related environment will be an added advantage • A valid driver's licence • Computer literacy.

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 • Extensive 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 • 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. (053) 928 0381

Assistant Director: Labour Relations

Salary: R424 104.00 per annum (Level 9)

• REF: 36/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • An appropriate B Degree/National Diploma in Human Resource Management/Labour Relations • Three (3) - five (5) years' experience in Labour Relations at supervisory level.

Competencies: • Knowledge of Labour Relations legislative framework, including the Public Service Act, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Employment Equity Act, Skills Development Act, Public Service Resolutions and Code of Conduct • Experience in disciplinary hearings, disputes (conciliations and arbitrations) • Computer literacy • Driver's license is a requirement and willing to travel • Investigation and analytical skills.

Duties: • Promote sound Labour Relations in the Department by providing advice to management and staff on Labour Relations matters • Represent the Department in PLRF, GPSSBC and CCPNWP meetings, Facilitate the finalization of grievances, misconduct cases, appeals and disputes within the Department • Represent the Department in disciplinary hearings and disputes (Conciliations and arbitrations) Co-ordinate the submission of statistics and reports on Labour Relations matters and grievances to the Office of the Premier and PSC • Provide support on compliance for reporting to stakeholders (Office of the Premier and Public Service Commission) • Co-ordinate and facilitate employee relations training • Analyse data and trends and participate in the development of mitigation plans.

Enquiries: Dr Joseph Modise, Tel: (018) 388 5907

Senior Labour Relations Practitioner

Salary: R359 517.00 per annum (Level 8)

• REF: 37/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • A three (3) year tertiary qualification (NQF level 6) as recognised by SAQA in Labour Relations/ Human Resource Management or equivalent qualification specialising in Labour Relations • Minimum three (3)- five (5) years' experience as Labour Relations Officer.

Competencies: • Sound knowledge of the Labour Relations regulatory environment, including but not limited to Labour Relations Act, Public Service Act, Public Service Regulations, and Interpretation and applicable Collective Agreements. Knowledge of disputes resolution procedure • Good communication skills, both verbal and written • Strong interpersonal skills and ability to work under pressure • Computer literacy • Driver's license is a requirement and willing to travel • Investigation and analytical skills.

Duties: • Facilitate the resolution of grievances lodged by employees • Investigate grievances and misconduct cases • Represent the department in disciplinary matters • Provide support in compiling strike/protest action reports • Capture cases on PERSAL and maintain Labour Relations database • Extract PERSAL reports related to labour relations and report thereon • Compile monthly, quarterly and half yearly reports to the relevant stakeholders (Office of the Premier and Public Service Commission) • Facilitate labour relations training, take part in the Employee/management forums.

Enquiries: Dr Joseph Modise, tel. (018) 388 5907

Labour Relations Officer

Salary: R294 321.00 per annum (Level 7)

• REF: 38/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • An appropriate B Degree/National Diploma in Human Resource Management or Labour Relations field which must include experience in handling disciplinary matters and grievances • Ability to work under pressure and must have office administration competency • Driver's license is a requirement and willing to travel.

Competencies: • Computer literacy (MS Word, MS Excel) knowledge of the LR administration process, conversant with LR prescript and procedures • Sound verbal and written communication skills.

Duties: • Facilitate the resolution of grievances lodged by employees • Investigate complaints and misconduct cases • Represent the department in the disciplinary matters • Compile strike/protest management reports • Assist in coordination of organizational rights • Capture cases on PERSAL and maintain Labour Relations database • Extract PERSAL reports related to labour relations and report thereon • Compile monthly, quarterly and half yearly reports to the relevant stakeholders (Office of the Premier and Public Service Commission) • Analyse data and trends and participate in the development of mitigation plans • Facilitate labour relations training take part in the Employee/management forums. Render secretarial service in the multilateral meetings • Assist in any office administration.

Enquiries: Dr. Joseph Modise, Tel. (018) 388 5907

Personnel Practitioner: PMDS

Salary: R294 321.00 per annum (Level 7)

• REF: 39/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • A three (3)-year National Diploma or Bachelor's Degree in Human Resource/equivalent qualification and two (2)-three (3) years' relevant experience in Human Resource Management • A valid driver's licence will be an added advantage.

Competencies: • Interpersonal relations, planning and organising, innovations, presentation, analytical and communication skills • Computer literacy (PERSAL knowledge) • Ability to formulate, interpret HR practice, procedures and policies • In-depth knowledge of performance management and development system and performance auditing • Good administrative, financial and project management experience.

Duties: • Develop and implement effective performance management system • Manage submission of work plans and performance agreement • Ensure that job descriptions are developed and signed by all employees • Conduct and manage first and final performance assessment • Manage performance auditing • Manage the database and provide accurate and reliable statistics • Act as a consultant to line managers to ensure effective management of individual performance and support the investigation of queries • Ensure alignment and plans as well as alignment of assessment documents to performance agreements/work plans • Contribute to the development, review and maintenance of the performance management system and processes • Render a human resource advisory service to the management of the Department by investigating, analysing, benchmarking and interpreting legislation, prescripts and other human resource-related issues to promote an effective human resource environment • Conduct information sessions.

Enquiries: Ms Ipeleng Letsholo, tel. (018) 388 5882

Deputy Director: Employee Health and Wellness

Salary: R811 560.00 per annum (Level 11) All-inclusive remuneration package

• REF: 40/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • A Bachelor's Degree in Social Work/Psychology or equivalent relevant educational qualification in behavioural and health sciences • Three (3) -five (5) years' experience in Employee Health and Wellness (EHW) environment of which three (3) years' must be at Assistant Director Level • 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. Kealeboga Digoamaje, tel. (018) 388 5872



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Department:

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

Department of Economic Development, Environment, Conservation and Tourism

Assistant Director: Research and Policy Planning

Salary: R424 104.00 per annum (Level 9)

• REF: 41/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • National Diploma/Degree in Tourism Management/Social Sciences/Statistics/Economics • Three (3) years' work experience in a similar field • Must be in possession of a valid driver's licence.

Competencies: • Knowledge of strategy development process • Knowledge of policy development process • In-depth knowledge of prescripts applicable in Tourism • In-depth knowledge of prescripts applicable in Public Service like Labour Relations Act, Public Service Act • Public Service Regulations • Advanced Research and Analysis skills • Project Management and Forecasting skills • Computer literacy • Knowledge of Policy development and planning cycle • Monitoring and evaluation skills.

Duties: • Co-ordinate administration in the development of tourism strategies and policies • Conduct monitoring on the implementation of developed strategies • Conduct secondary and primary research in the tourism field • Maintain the Research and Policy Knowledge Database.

Enquiries: Ms Lerato Sechogo, tel. (018) 388 5956

Assistant Director: Awareness and Education

Salary: R424 104.00 per annum (Level 9)

• REF: 42/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • A Degree in Tourism Management/Development or equivalent qualification in a related field • Three (3) - five (5) years' experience at administration level in tourism or related field • Must be in possession of a valid driver's licence.

Competencies: • Proven training skills • Advanced project management skills • Good computer literacy • In-depth knowledge of tourism-related policies, strategies and legislation • Extensive knowledge and understanding of the tourism value chain • In-depth knowledge of prescripts and processes applicable within the Public Service, such as the Public Finance Management Act • A good understanding of the provincial tourism dynamics • Skill in the interpretation of prescripts • Proven strategic planning skills • Presentation skills • Financial management skills • A valid driver's licence.

Duties: • Conduct skills audits in the tourism sector businesses provincially • Implement training programmes • Liaise with various training SETAs for implementation of training • Co-ordinate and conduct tourism education & awareness programmes in the industry • Facilitate and promote community tourism awareness programmes • Co-ordinate skills and entrepreneurial opportunity workshops • Liaise with various stakeholders to disseminate Tourism information.

Enquiries: Mr Zandi Solombela, tel. (018) 388 5966

Tourism Officer: Tourism Growth and Development

Salary: R359 517.00 per annum (Level 8)

• REF: 43/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • Matric • Diploma/Degree in Tourism Management/Development • Computer Literacy Office Applications • A proven track record, of at least three (3) years' experience in the Tourism SMME development sector • Proven experience in the tourism stakeholder relation programmes • Must be in possession of a valid driver's license.

Competencies: • Knowledge of tourism-related policies, strategies and legislation • Presentation skills • Communication Skills • Facilitation skills • A valid driver's license.

Duties: • Attend to tourism related queries • Updates department's tourism's database for accurate and easy access of information • Co-ordinate tourism growth programmes • Conduct tourism growth ie enterprise development programmes within Ngaka Modiri Molema, organise stakeholder relations programmes • Implement tourism related needs and interventions.

Enquiries: Mr Tlhopane Nthatisi, tel. (018) 388 5970

Senior Legal Administration Officer (MR6)

Salary: R531 381.00 per annum (OSD Package)

• REF: 44/DEDECT/2023NW • Centre: Mahikeng

Requirements: • Bachelor's Degree • LLB Degree • Internationally obtained qualifications qualified must have been verified by SAQA, with at least eight (8)-ten (10) years' legal administration qualification • (Contracts drafting duties (including MOUS and SLAS) • Litigation, provision of legal advice and opinions and understanding of government regulations • Legal experience of five (5) years as an advocate or attorney admitted in the High Court of South Africa will be an added advantage • A valid driver's license.

Competencies: • Report writing, Conduct legal research, extensive knowledge and experience in drafting strategic legal documents, litigation management support, drafting and vetting of legal documents, overall coordination of litigation matters within the Department: maintain strategic relations with the office of the State Attorney and office of the State Law Advisors, develop and implement appropriate systems, controls and measures, monitor and enforce compliance by the Department with litigation rules and procures and provide legal advice as required, computer literate, good communication (verbal and written), organizing and planning, problem solving and ability to work individually and with a team, understanding of government regulations.

Duties: • Prepare legal documents and provide strategic legal support to the Department • Ensure compliance with Protection of Personal Information Act, PAIA and PAJA, and provide legal education to the Department • Provide legal advice and opinions • Negotiate and advice on the drafting and vetting of contracts • Undertake legislative review and drafting • Litigation management • Maintain Departmental contact and litigation register • Report and advise on the contract management risks • Monitor compliance to service agreements.

Enquiries: Adv. IB Mosiapo, tel. (018) 388 5839

Legal Administration Officer (MR5)

Salary: R420 642.00 per annum (OSD package)

• REF: 45/DEDECT/2023/NW • Centre: Mafikeng

Requirements: • Bachelor's Degree LLB • Five (5)- eight (8) years' experience in legal services administration • Broad knowledge and understanding of departmental priorities and policies • In-depth knowledge and understanding of the legislative framework governing the Public Service • Knowledge of legal research and drafting • Legal interpretation and analysis skills • Good communication skills • Problem-solving skills • Experience in the application of law • Computer literate • A valid driver's license • Knowledge of and experience in the following administration spheres: Constitutional and Administrative law • Civil and Criminal Procedures • Labour Law and Law of contracts • Interpretation of statutes, public sector legislative and regulatory framework and the Department's processes and procedures, initiatives and strategic objectives.

Duties: • Interpret legislation, regulations and provide legislative drafting for the Department • Administer litigation and appeals and provide support by ensuring equity amongst affected parties • Draft Contracts, legal opinions, and service level agreements for the Department • Provide legal advice and opinion to various components in the Department • Management and reporting.

Enquiries: Adv. IB Mosiapo, tel. (018) 388 5839

Planner: Monitoring and Evaluation

Salary: R294 321.00 per annum (Level 7)

• REF: 46/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • A three (3) year Bachelor's Degree/National Diploma in Public Administration/Public Management • Two (2) to three (3) years work experience in Monitoring and Evaluation (M&E) • Must be in possession of a valid driver's license • Computer literacy.

Competencies: • Excellent communication, analytical and report writing skills • Project management skills • Sound knowledge of the Government Planning and Reporting processes • Knowledge of various Public Service Legal prescripts • Good communication (verbal and written) skills.

Duties: • Consolidate quarterly performance reports for the Department • Verify the Portfolio of Evidence of quarterly performance reports from programme managers • Assist in analysing quarterly performance reports and prepare presentations thereof • Assist in the compilation of the departmental annual report • Provide secretariat support services to the Department's performance review sessions.

Enquiries: Mr. KY Asumah, tel. (018) 388 5838

Cleaners x4

Salary: R125 373.00 per annum (Level 2)

• REF: 47/DEDECT/2023/NW • Centre: Rustenburg x1 and Mahikeng x3

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

Duties: • Provision of cleaning services • Cleaning of offices, corridors, elevators and boardrooms by 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

Administration Clerks x5

Salary: R202 233.00 pa (Level 5)

• REF: 48/DEDECT/2023/NW • Centre: Mahikeng x4 and Vryburg x1

Requirements: • Grade 12 or matriculation certificate • One (1) - two(2) years relevant experience in office management and related support functions will provide added advantage • Computer literacy.

Competencies: • Knowledge of clerical duties, practices, as well as, the ability to capture data, operate computer and obtaining and disseminating information • Knowledge of administrative and clerical procedures and systems such as managing files and records • Knowledge of procedures for receiving, responding to and managing requests/enquiries plus good telephone etiquette • Knowledge and understanding of the legislative framework governing the public service • Knowledge of working procedures in terms of the working environment • Good organisational and interpersonal skills • Good verbal and written communication skills • Language skills • Flexibility.

Duties: • Rendering of general clerical support services • Record, organise, store, capture and retrieve correspondences and data • Keep and maintain the incoming and outgoing documents register of the component, handle routine enquirers • Make photocopies • Distribute documents/packages to various stakeholders as required • Keep and maintain the filing system for 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 stationary • Arrange travelling and accommodation.

Enquires: Ms Lebo Diale, tel. (018) 389 5666

Secretaries to Directors x6

Salary: R202 233.00 per annum (Level 5)

• REF: 49/DEDECT/2023/NW • Centre: Mahikeng

Requirements: • Grade 12/Matriculation certificate plus a recognised tertiary qualification in Office Administration/Office Management/Management Assistant/Secretary couples with one (1) - two (2) years experience in office administration/secretarial duties • 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 K.M Digoamaje, tel. (018) 388 5871/2

The North West Department of Economic Development, Conservation, Tourism and Environment is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. White males and females are encouraged to apply. &

Notes: Applications must be submitted on a newly prescribed Z83 Form, obtainable from any Public Service Department, which must be signed and dated (an unsigned and not dated Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV, including the details of at least three contactable referees (should be people who recently worked with the applicant). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application.

Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes.

The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, and late applications will be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department.

Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools.

APPLICATIONS: Complete application forms and supporting documents, 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, 2735 or Posted to Private Bag X15, Mmabatho, 2735.

Closing Date: 11 August 2023



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