

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS**

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management, Department of Cooperative Governance and Traditional Affairs, Private Bag X2145, Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex) or email address: nwcoqtarecruit@nwpg.gov.za
- FOR ATTENTION** : Ms Ethelia Masibi Tel No: (018) 388 3933 or Ms Katlego Sebaetse Tel No: (018) 388 3935
- CLOSING DATE** : 01 November 2024
- NOTE** : Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience, and with full names, addresses, and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications; however, shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Please note: it is the applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. Appointment of the successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome before appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Directions on how to fill in the New Z83 Form NB: Candidate should note the following information on the new Z83 application form: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers an applicant has responded "No" to the question "Are you conducting business with the State? or are you a Director of a Public or Private company conducting business with the state? If yes (provide details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "if you are employed in the Public Service, will you immediately relinquish such business interest?" "If your profession or occupation requires official registration, provide date and particulars of registration" – Some applicants may not have such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed Part D: All fields must be completed Part E, F, G: Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under part F must be answered. Declaration must be completed and signed The North West Department of Cooperative Governance & Traditional Affairs is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. People with disability are encouraged to apply. NB: The Department reserves the right not to make appointments. correspondence will be limited to short-listed candidates only.

OTHER POSTS

- POST 38/123** : **CONTROL CIVIL ENGINEERING TECHNOLOGIST REF NO: 13/24-25**
Chief Directorate: Development And Planning
Directorate: Integrated Municipal Infrastructure
Job Purpose: To administer municipal infrastructure development.
- SALARY** : R873 840 per annum, (all-inclusive remuneration package as per OSD requirements)
- CENTRE** : Head Office
- REQUIREMENTS** : Matric/Grade12. Diploma/Degree in Civil Engineering or any other relevant equivalent qualification (NQF6/7 as recognized by SAQA). Compulsory registration with ECSA as an Engineering Technologist. Minimum of 6 years' post qualification experience as a Civil Engineering Technologist. Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Public Finance Management Act, Municipal Financial Management Act, Treasury

Regulations, Public Service Regulations, Public Service Act, Division of Revenue Act, Municipal Infrastructure Grant Framework, Construction Industry Development Board, Engineering Contracts (FIDIC, GCC, NEC, JBCC, PMBOK), Engineering standards (SANS, TMH Manuals, TRH Manuals). Contracts Management, Project Management, Communication, Leadership, Financial Management, Change Management, Computer Literacy.

DUTIES : Monitor development and implementation of Municipal Infrastructure plans and programs. Monitor compliance to Infrastructure Engineering norms, standards and program conditions. Monitor implementation of required Infrastructure project documents for registration. Evaluate development of municipal infrastructure asset management plans. Monitor performance and progress on infrastructure spending.

ENQUIRIES : Mr E Manaka Tel No: (018) 388 2328

POST 38/124 : **DEPUTY DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: 03/24-25**
 Chief Directorate: Financial Management Services
 Directorate: Supply Chain Management
 Job Purpose: To coordinate provision of acquisition services.

SALARY : R849 702 per annum (Level 11)
CENTRE : Head Office
REQUIREMENTS : Matric/Grade 12. Diploma/Degree in Financial Management/Accounting/Supply Chain Management/ Public Administration and Management or any other relevant qualification as recognised by SAQA (NQF Level 6/7). Minimum 3-5 years' relevant experience at middle management or Assistant Director Level in Acquisition and Contract Management. Computer Literacy and BAS Competencies/Knowledge/Skills: In depth knowledge of Public Financial Management Act (PFMA), Treasury regulations, Public Services Regulations and Departmental Supply Chain Management Policy, Computer literacy, information management, planning and organizing, interpersonal and conflict management, Financial management, Policy Interpretation and Development.

DUTIES : Facilitate administration of bid and tender processes. Monitor administration of contract and Service Level Agreements. Monitor implementation of operational acquisition management plan. Facilitate implementation of audit recommendations and administration of Bid Evaluation Committees.

ENQUIRIES : Mr Casper Mbombi Tel No: (018) 388 2947

POST 38/125 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: 04/24-25**
 Chief Directorate: Financial Management Services
 Directorate: Financial Administration
 Job Purpose: To coordinate Financial Accounting Services

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Matric/Grade 12. Diploma/Degree in Financial Accounting/Auditing/Taxation/Financial Management or any other relevant qualification (NQF6/7 as recognized by SAQA). Minimum 3-5 years' relevant experience as Assistant Director: Financial Accounting/ Auditing Taxation/ Financial Management level. A valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Treasury Regulations, Public Service Regulations, Public Financial Management Act, Division of Revenue Act, Modified Cash Standards, Accounting Manuals, Treasury Instruction Notes, Government financial systems operations, Computer literacy, Report Writing, People Management, Research and Analytical, Conflict Management, Financial Management, Policy Development and Interpretation.

DUTIES : Monitor implementation of reconciliation and accounting services. Review Subsistence and Traveling claims. Review completeness of financial information in response to Audit. Monitor implementation of reconciliation of Tax Returns and salary payments. Monitor implementation of PERSAL deductions.

ENQUIRIES : Ms B Mokaedi Tel No: (018) 388 1620

POST 38/126 : **DEPUTY DIRECTOR: FINANCIAL PLANNING BUDGET AND REPORTING REF NO: 05/24-25**
 Chief Directorate: Financial Management Services
 Directorate: Financial Administration
 Job Purpose: To coordinate financial planning, Budget and reporting.

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office

REQUIREMENTS : Matric/Grade12. Diploma/Degree in Commerce/Financial Management/Public Finance/Economics or any other relevant equivalent qualification (NQF6/7 as recognized by SAQA). Minimum 3-5 years' relevant experience at Assistant Director or Middle Management in Financial Planning, Budget and Reporting. Competencies/Knowledge/Skills: In-depth knowledge of Treasury Regulations, Public Financial Management Act, Division of Revenue Act, Modified Cash Standards, Accounting Manuals, Treasury Instruction Notes, Government financial systems operations, Computer Literacy, Report Writing, Research and Problem Solving, Conflict Management, Policy Development and Interpretation.

DUTIES : Facilitate financial planning and budgeting processes. Monitor and report on expenditure trends. Monitor alignment of budget against strategic plan. Review budget adjustment process. Facilitate budget rollover, virement and shifting.

ENQUIRIES : Ms B Mokaedi Tel No: (018) 388 1620

POST 38/127 : **DEPUTY DIRECTOR: FINANCIAL INFORMATION SYSTEM MANAGEMENT REF NO: 06/24-25**
 Chief Directorate: Financial Management Services
 Directorate: Financial Administration

SALARY : R849 702 per annum (Level 11)
CENTRE : Head Office
REQUIREMENTS : Matric/Grade 12. Diploma/Degree in Financial Information systems/Financial Accounting/Auditing/Financial Management or any other relevant qualification as recognized by SAQA (NQF 6/7). Minimum 3-5 years' experience as Assistant Director: Financial Information System/Financial Accounting/Auditing/Financial Management level. Competencies/Knowledge/Skills: In depth knowledge of Treasury Regulations, Public Services Regulations, Public Financial Management Act, Division of Revenue Act, Modified Cash Standards, and Government financial systems operation. Computer Literacy, Report Writing, Communication, People Management, Research and Analytics, Conflict Management, Financial Management, Interpersonal Relations and Information Management skills.

DUTIES : Review Reconciliation of Financial System Interface. Monitor Disbursement of Creditors payment. Facilitate training for the Departmental Users of BAS Systems. Monitor implementation of BAS Security Controls. Review Accounting and Financial Information in Response to Audits. Monitor implementation of payment of Traditional Councils.

ENQUIRIES : Ms B Mokaedi Tel No: (018) 388 1620

POST 38/128 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 07/24-25**
 Chief directorate: corporate management services
 Job Purpose: To coordinate implementation of organisational development services.

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Matric/Grade12. Diploma/Degree in Management/Organizational Development/Work Study/ Human Resource Management/Public Administration/Management Services or any other relevant equivalent qualification (NQF) 6/7 as recognized by SAQA). Minimum 3 -5 years' relevant experience at Assistant Director or Middle Management in Organizational Development. Competencies/Knowledge/Skills: In-depth knowledge of Directive on changes to organizational Structures by Departments. Organizational design principles and procedures, Public Service Act and Public Service Regulations, Organizational design, Business Process Management, Job analysis, Change Management, Analytical and Research, Communication, Project and Strategic Management, facilitation and Computer Literacy.

DUTIES : Facilitate Development of organization structure processes. Monitor implementation of business process Reengineering processes. Monitor development and review of job description and job specifications. Facilitate job analysis, job design and job evaluation processes. Facilitate implementation of Organizational functionality assessment processes.

ENQUIRIES : Mr MF Sepeng Tel No: (018) 388 4788

POST 38/129 : **DEPUTY DIRECTOR: ADMINISTRATION SUPPORT AND COORDINATION REF NO: 08/24-25**
 Chief Directorate: MEC Support
 Directorate: MEC
 Job Purpose: To coordinate provision of administrative support services.

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : head office

<u>REQUIREMENTS</u>	:	Matric/Grade12.Diploma/Degree in Public Administration/Management or any other relevant equivalent qualification (NQF6/7) as recognized by SAQA). Minimum 3-5 years' relevant experience at Assistant Director Level. Competencies/Knowledge/Skills: In-depth knowledge of Public Service Regulations, Public Financial Management Act, Protection of Personal Information Act, Promotion to access to Information Act, National Registry Archive Act, Treasury Regulation, Report writing, Time Management, Facilitation, Interpersonal Relations, Communication, Computer Literacy, People Management.
<u>DUTIES</u>	:	Monitor provision of electronic and manual Record Management services. Facilitate MEC support capacity building services. Facilitate provision of knowledge Management services. Monitor provision of Food Aide services. Monitor provision of auxiliary and messenger services.
<u>ENQUIRIES</u>	:	Ms MK Mmusi Tel No: (018) 388 2882
<u>POST 38/130</u>	:	<u>DEPUTY DIRECTOR: WASTE MANAGEMENT SUPPORT REF NO: 09/24-25</u> Chief Directorate: Development and Planning Directorate: Integrated Municipal Infrastructure Job Purpose: To coordinate implementation of waste management programmes.
<u>SALARY</u>	:	R849 702 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric/Grade12 or AET. Diploma/Degree in Waste/Environmental Management or any other relevant equivalent qualification (NQF6/7 as recognized by SAQA) Minimum 3-5 years' relevant experience at Junior Management/Assistant Director level in environmental management. A valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of National Environmental Management Act, Environment Conservation Act, EEA Regulations, Municipal Systems Act, Municipal Structures Act, Municipal Finance Management Act, Cooperative Governance Framework, EPWP Policy, Skills Development Act, Report Writing, Communications, Presentation, Leadership, Computer literacy, Advance Project Management and Conflict Management.
<u>DUTIES</u>	:	Facilitate implementation of Municipal Integrated Waste Management Plans. Monitor Compliance of municipal landfill sites. Facilitate implementation of Expanded Public Works Program. Monitor implementation of Municipal Integrated Waste Management by-laws. Facilitate waste management capacity building programs.
<u>ENQUIRIES</u>	:	Mr E Manaka Tel No: (018) 388 2328
<u>POST 38/131</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL FINANCIAL PLANNING AND MANAGEMENT REF NO: 10/24-25</u> Chief Directorate: Local Governance Directorate: Municipal Finance Job Purpose: To coordinate implementation of financial planning and management in municipality.
<u>SALARY</u>	:	R849 702 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric/Grade12. Diploma/Degree in Accounting/Local Government/Finance or any other relevant equivalent qualification (NQF6/7 as recognized by SAQA). Minimum of 3-5 years' relevant experience at Junior Management/Assistant Director level in Municipal Financial Management/Municipal Administration environment/Local Government. Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Public Office Bearers Act, Municipal Systems Act, Municipal Structures Act, Municipal Finance Management Act, Municipal Property Rates Act, Municipal Planning Performance and Performance, Management Regulations, Division of Revenue Act, Report Writing, Communications, Facilitation, Leadership, Computer literacy, Project Management, Conflict Management.
<u>DUTIES</u>	:	Facilitate municipal budgetary preparation process. Monitor municipal budget expenditure trends. Facilitate implementation of municipal revenue management enhancement initiatives. Monitor implementation of municipal financial recovery plans. Monitor implementation of municipal upper limits of salaries, allowances and benefits of municipal councils. Facilitate annual submission of section 47 reports.
<u>ENQUIRIES</u>	:	Ms EM Mmutle Tel No: (018) 388 3546

- POST 38/132** : **DEPUTY DIRECTOR: TRADITIONAL INSTITUTIONS (DR. RSM DISTRICT) REF NO: 11/24-25**
 Chief Directorate: Traditional Institutional Management
 Directorate: Traditional Institutional Administration
 Job Purpose: To coordinate implementation of district traditional leadership legislation support.
- SALARY** : R849 702 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Matric/Grade12. Diploma/Degree in Public Management/Administration or any other relevant equivalent qualification (NQF6/7 as recognized by SAQA). Minimum of 3-5 years' relevant experience at Junior Management/Assistant Director level. A valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Traditional Leaders and Khoi-San Act, North West House of Traditional Leaders Act, Public Financial Management Act, Public Framework. Leadership, facilitation and presentation, project Management, Financial Management, Report Writing, and Computer Literacy.
- DUTIES** : Facilitate implementation of traditional leadership legislation. Monitor traditional council's financial management services. Facilitate implementation of Traditional council's projects. Monitor cooperation and collaborations between Traditional Council's and stakeholders. Facilitate traditional council's capacity building.
- ENQUIRIES** : SL Seaketso Tel No: (018) 388 4400
- POST 38/133** : **DEPUTY DIRECTOR: INTEGRATED DEVELOPMENT PLANNING COORDINATION REF NO: 12/24-25**
 Chief Directorate: Development And Planning
 Directorate: Municipal Development Planning
 Job Purpose: To coordinate municipal integrated development planning.
- SALARY** : R849 702 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Matric/Grade12. Diploma/Degree in Development Studies/ Development Planning/ Social Sciences or any other relevant equivalent qualification (NQF6/7 as recognized by SAQA). Minimum 3-5 years' relevant experience at Junior Management/Assistant Director level. A valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of the Constitution, Municipal Structures Act, Spatial Planning and Land Use Management Act, Intergovernmental Relations Framework Act, National Development Plan, Public Service Act, Public Service Regulations, Strategic Capability, Leadership, People Management, Project Management, Change and Knowledge Management, Good Communication and interpersonal, Problem solving, client orientation and customer focus.
- DUTIES** : Facilitate development of municipal integrated development plans. Facilitate sectoral participation of municipal integrated development plans. Facilitate alignment of municipal integrated development plans. Facilitate integrated development plans awareness and capacity building programs. Review integrated development plan assessments.
- ENQUIRIES** : Mr M Oagile Tel No: (018) 388 2642
- POST 38/134** : **CIVIL ENGINEERING TECHNOLOGIST REF NO: 14/24-25**
 Chief Directorate: Development And Planning
 Directorate: Integrated Municipal Infrastructure
 Job Purpose: To facilitate municipal infrastructure developments programmes.
- SALARY** : R429 930 per annum, as per OSD requirements
CENTRE : Head Office
REQUIREMENTS : Matric/Grade12. Diploma/Degree in Civil Engineering or any other relevant equivalent qualification (NQF6/7 as recognized by SAQA). Compulsory Registration with ECSA as a Civil Engineering Technologist. 3years' post qualification civil engineering technologist experience. Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Public Finance Management Act, Municipal Financial Management Act, Treasury Regulations, Public Service Regulations, Public Service Act, Division of Revenue Act, Municipal Infrastructure Grant Framework, Construction Industry Development Board, Engineering Contracts (FIDIC, GCC, NEC, JBCC, PMBOK), Engineering standards (SANS, TMH Manuals, TRH Manuals), Contracts Management, Project Management, Communication, Team Work, Financial Management, Presentation, Computer literacy.
- DUTIES** : Review development and implementation of Municipal Infrastructure plans and programs. Verify compliance to Infrastructure Engineering norms, standards and program conditions. Review implementation of municipal Infrastructure Grants. Verify compliance on required Infrastructure

project documents for registration. Review Performance and progress on infrastructure spending, Review development of municipal infrastructure asset management plans.

ENQUIRIES : Mr E Manaka Tel No: (018) 388 2328

POST 38/135 : **CIVIL ENGINEERING TECHNICIANX REF NO: 15/24-25 (X2 POSTS)**
 Chief Directorate: Development and Planning
 Directorate: Integrated Municipal Infrastructure
 Job Purpose: To facilitate municipal infrastructure development.

SALARY : R371 253 per annum, as per OSD requirements
CENTRE : Head Office
REQUIREMENTS : Matric/Grade12. Diploma/Degree in Civil Engineering or any other relevant equivalent qualification (NQF6/7 as recognized by SAQA). Compulsory Registration with ECSA as a Civil Engineering Technician. 3 years' post qualification experience as a civil engineering technician. Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge of Public Finance Management Act, Municipal Financial Management Act, Treasury Regulations, Public Service Regulations, Public Service Act, Division of Revenue Act, Municipal Infrastructure Grant Framework, Construction Industry Development Board, Engineering Contracts (FIDIC, GCC, NEC, JBCC, PMBOK), Engineering standards (SANS, TMH Manuals, TRH Manuals). Contracts Management, Project Management, Communication, Team Work, Financial Administration, Information Management, Presentation, Computer literary

DUTIES : Conduct development and implementation of Municipal Infrastructure plans and program conditions. Monitor implementation of municipal infrastructure grants. Inspect and compile required infrastructure projects documents for registration. Monitor performance and progress on infrastructure spending. Provide technical support on development of municipal infrastructure asset management plans.

ENQUIRIES : Mr E Manaka Tel No: (018) 388 2328