



Education and Sport Development

Department of Education and Sport Development
Departement van Onderwys en Sport Ontwikkeling
Lefapha la Thuto le Tihabololo ya Metshameko

NORTH WEST PROVINCE

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HUMAN RESOURCE MANAGEMENT SERVICES

Reference: Filling of Posts
Enquiries: Ms BG Seakamela
Telephone: (018) 388 2088
Date: 4th July 2016

TO: Executive Managers
Directors
Deputy Directors
Assistant Directors
Area Office Managers
Principals/ Heads of Learning Institutions
All Employees

DEPARTMENTAL PUBLIC SERVICE ACT STAFF VACANCY CIRCULAR NO. 29 OF 2016

1. Attached hereto is a copy of an advertisement of PSA posts within the department.
2. The contents of this Circular must be brought to the attention of all employees.
3. Direction to candidates
 - (a) Separate application form **Z83** must be duly completed for each post,
 - (b) An application form must be accompanied by a comprehensive Curriculum Vitae, certified copies of qualifications, identity document and driver's license, (where necessary)
 - (c) The post number must be quoted on each application form,
 - (d) Candidates who require additional information must direct their enquiries to the relevant person as indicated in the advertisement,
 - (e) Applications which are sent to the wrong address or reach their destination after the closing date will not be considered, and
 - (f) An envelope containing application forms must be forwarded to the relevant office as indicated in the advertisement.
4. **The Department is an equal opportunity and affirmative action employer. People with disabilities are encouraged to apply.**
5. Due to large number of applications we envisage to receive, applications will not be acknowledged. You may however contact the relevant enquiry persons to check your application. If you do not receive any response from us within 90 days from the closing date, please accept that your application was unsuccessful.
6. **Closing Date: 22nd July 2016**

DR IS MOLALE
SUPERINTENDENT GENERAL

HRD Practitioner

Sub - Directorate: Human Resource Administration and Management Services

Sub - Division: Human Resource Development Services

Division: Human Resource Management and Development Services

Basic Salary: R 211 194 per annum (SL7) (Ref. K26968/1)

Dr Kenneth Kaunda District Services

POTCHEFSTROOM

Minimum qualification and experience: Appropriate Tertiary qualification in Human Resource Development, plus between 0 to 2 years experience in the field of human resource development • A valid Code B driver's licence

Knowledge: Knowledge of the legislative and regulatory environment informing human resource development, including, but not limited to: - Procedures applicable to employees employed in terms of the Public Service Act, 1994. • Requirement of the Skills Development Act, 1998. • Performance Measurement and Management • Writing and verbal communication skills

Competency and skills: • Proven computer literacy, including advanced MSWord, MSEXcel and MSPowerpoint • Proven report writing and presentation skills • Project management skills.

Key performance areas, inter alia, include: • Skills Auditing • Consolidation of the District Work Skills Plan (Annexure 2) • District Workplace Skills Plan • Implementation of Annual Training Schedule • WSP Reporting (Non cs Educators) • Internships and bursaries.

Enquiries: Ms G Nomandla, tel. (018) 299 8243; Ms S de Meyer, tel. (018) 299 8256

HR Registry Assistant

Sub - Directorate: Human Resource Administration and Management Services

Section: HR Registry Services

Basic Salary: R 142 461 per annum (SL5) (Ref. K26968/2)

Dr Kenneth Kaunda District Services

POTCHEFSTROOM

Minimum qualification and experience: Grade 12 or equivalent. Between 2 and 5 years related experience in either the private or public sector.

Knowledge and Skills: Proven administrative skills • Knowledge of the public sector and its administrative regulatory and legislative framework • Writing and verbal communication skills

Key performance areas, inter alia, include: Employee record file maintenance • Employee record archives

Enquiries: Ms G Nomandla, tel. (018) 299 8243; Ms M Manzana, tel. (018) 299 8184

EAP Practitioner

Sub – Directorate: Human Resource Administration and Management Services

Division: Human Resource Administration Services

Sub - Division: Employee Wellness Services

Basic salary R 262 272 per annum (SL8) (Ref. K26968/3)

Dr Kenneth Kaunda District Services

POTCHEFSTROOM

Minimum qualification and experience: An appropriate three (3) year qualification in Social Sciences or equivalent plus (2) to (5) years appropriate experience • Registration with the Health Professions Council of South Africa or Social Work Council of South Africa • Valid Code B driver's licence.

Knowledge of: The legislative and regulatory framework information HIV/AIDS and TB prevention and care programmes • EAP workplace programme.

Competencies and skills: Well-developed writing and verbal communication skills • Presentation and report-writing skills • Client service Focus • Cooperation • Computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: Providing counselling services • Taking responsibility for the HIV/AIDS workplace programme and HIV/AIDS policy • Taking ownership of the EAP workplace programme and EAP policy.

Enquiries: Ms G Nomandla, tel. (018) 299 8243; Ms S de Meyer, tel. (018) 299 8256

HR Assistant

Sub – Directorate: Human Resource Administration and Management Services

Sub- Division: Personnel Provisioning and Utilisation Services

Section: Personnel Provisioning Services

Basic salary R 142 461 per annum (SL5) (Ref. K26968/4)

Dr Kenneth Kaunda District Services

POTCHEFSTROOM

Minimum qualification and experience: Grade twelve (12) or equivalent With 2 and 5 years related or complementary experience in either the private or public sector.

Knowledge and Skills: Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Knowledge of public sector and its administrative regulatory and legislative framework • Personnel utilisation • Writing and verbal communication skills.

Key performance areas, inter alia, include: Appointments, Remuneration and Mobility Services • Evaluation of qualifications • Service Exits • Government Employees Pension Fund (GEPPF).

Enquiries: Ms G Nomandla, tel. (018) 299 8243; Ms I Molope, tel (018) 299 8355

Senior Internal Auditor

Directorate: Internal Auditing Services

Division: Information Technology Auditing Services

Basic Salary: R 389 145 per annum (SL10) (Ref. K26968/5)

MMABATHO

Minimum qualification and experience: ●A Bachelors Degree or National Diploma in Accounting, Auditing, Information Systems, Computer Science or some related field of study. ●The Certified Information System Auditor (CISA), Certified Internal Auditor (CIA) or other professional designation will be preferred ●Five to ten years IT auditing experience of which at least three years should be at supervisory level, especially performing IT audits surrounding applications, windows and operating systems, security networks (LAN &WANS) ●A valid "Top Secret" security clearance ●A valid Code B Drivers license.

Knowledge of: Knowledge and proficiency in applying the Internal Audit Standards mechanisms, system and processes.●Knowledge of the PFMA, National Treasury Regulations and Standards of the Institute of Internal Auditors.●Understanding of the legislative prescripts that govern the public service as well as all administrative processes and procedures ●Ability to analyse processes and situations ●High levels of integrity due to the confidential nature of the information being processed

Competencies and Skills: Proven Computer Literacy, including advanced MS Word, MS Excel, Ms Power Point, Team -mate and ACL ● Communication and Information Management ●Customer Focus and Responsiveness ●Developing others ●Managing Interpersonal Conflict and Resolving Problems●Planning and organising

Key performance areas, inter alia, include: ●Information technology auditing ●Information technology advice ●Corporate governance awareness ●Subordinate Supervision and Management

Enquiries: Ms EM Modiadie, tel.(018) 388 2346

Assistant Internal Auditor, Compliance

Directorate: Internal Auditing Services

Division: Compliance Auditing Services

Basic Salary: R 171 069 per annum (SL6) (Ref. K26968/6)

Mmabatho

Minimum qualification and experience: ●An appropriate three - year Bachelor Degree or Diploma with majors in Auditing/Internal Auditing and Accounting. ●Complete IAT programme (Added Advantage) ●Member of the institute of Internal Auditors and comply with the standards of the Professional Practice of Internal Auditing or other professional standards. ●A valid "Secret" security clearance ●A valid Code B Drivers license.

Knowledge and skills: No Experience●Sound Knowledge in the following Internal Audit Aspects: ●Internal Audit and control, ●Accounting ●Risk Management ●Fraud Prevention and Anti-Corruption ●Financial Auditing principles and their application ●The legislative prescripts governing the public services as well as all administrative processes and procedures ●Internal Audit principles, theories and principles.●Ability to analyse processes and situations ●High levels of integrity due to the confidential nature of the information being processed ●Diplomacy and tact are required due to the sensitive nature of this function●Proven computer literacy, including MS Word, MS Excel, MS Powerpoint, Teammate and ACL.

Key performance areas, inter alia, include: • Compliance Auditing • Corporate governance awareness.

Enquiries: Ms EM Modiadie, tel. (018) 388 2346

Deputy HR Manager

Sub-Directorate: Human Resource Administration and Management Services
All-inclusive remuneration package R612 822 per annum (SL11) (Ref. K26968/7)
District: Ngaka Modiri Molema District Services
MAHIKENG

Minimum qualification and experience: An appropriate tertiary qualification in Human Resource Management or equivalent with ten (10) years related experience in the spheres of Human Resource Management and administration of which five (5) years should be at junior managerial level • Valid Code B driver's licence.

Knowledge of: • Expert knowledge of public sector and its regulatory and legislative framework • Public sector management reporting requirements • Expert knowledge of the IT systems associated with human resource management and administration [WALKER, LOGIS and PERSAL] • Financial planning and human resource management principles, methodologies and procedures • Knowledge of and proven experience regarding supply chain management procedures.

Competencies and skills: Proven report writing and presentation skills • Ability design and implement internal systems and controls to ensure sound office administration, management, governance and support • Proven management skill and a track record in the preparation, implementation and management of operational and financial plans and budget • Proven interpersonal skills and good verbal and written communication in English (Communication and Information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: Human resource management and development
• Sub-Directorate administration, management and control

Enquiries: Mr B.E Monale, tel. (018) 388 1964

Assistant HR Manager

Sub-Directorate: Human Resource Administration and Management Services
Division: Human Resource Management and Development Services
Basic Salary R 311 784 per annum (SL9) (Ref. K26968/8)
District: Ngaka Modiri Molema District Services
MAHIKENG

Minimum qualification and experience: An appropriate tertiary qualification in Human Resource Management and/or Development with five (5) to ten (10) years related experience in the sphere of Human Resource Management of which 3 years should be of supervisory capacity • Valid Code B driver's licence.

Knowledge of: • Intimate knowledge of legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994 and the Employment of

Educators Act 1998. • Expert knowledge of the associated with human resource management and administration [PERSAL and WALKER].

Competencies and skills: Proven report writing and presentation skills • Project management skills • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven interpersonal skills and good verbal and written communication in English (Communication and Information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: Employment practices • Human Resource Information • Employee Health and Safety Services • Human Resource Development • Subordinate Supervision and Management.

Enquiries: Mr B.E Monale, tel. (018) 388 1964

HR Assistant (2 Posts)

Directorate: District Human Resource Services
Division: Personnel Provisioning and Utilisation Services
Ngaka Modiri Molema District Services
Basic salary R 142 461 per annum (SL5) (Ref. K26968/9)
MAHIKENG

Minimum qualification and experience: Grade twelve (12) or equivalent with (2) to five (5) years related and complementary experience in either the private or public sector.

Knowledge and Skills: Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Intimate knowledge of public sector and its administrative regulatory and legislative framework • Knowledge of Personnel utilisation • Writing and verbal communication skills

Key performance areas, inter alia, include: Probationary services • Employee rewards • Performance of work outside normal work.

Enquiries: Ms N.M Mothusi, tel. (018) 388 3108

EAP Practitioner (2 POSTS)

Directorate: District HR Services
Sub-Division: Employee Wellness Services
Basic salary R 262 272 per annum (SL8) (Ref. K26968/10)
District: Dr Ruth Segomotsi Mompati
VRYBURG

Minimum qualification and experience: An appropriate three (3) year qualification in Social Sciences or equivalent plus two (2) to five (5) years appropriate experience • Registration with the Health Professions Council of South Africa or Social Work Council of South Africa • Valid Code B driver's licence.

Knowledge of: The legislative and regulatory framework information HIV/AIDS and TB prevention and care programmes • EAP workplace programme.

Competencies and skills: Well-developed writing and verbal communication skills • Presentation and report-writing skills • Client service Focus • Cooperation • Computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: Providing counselling services • Taking responsibility for the HIV/AIDS workplace programme and HIV/AIDS policy • Taking ownership of the EAP workplace programme and EAP policy.

Enquiries: Ms NB Mosoeu, tel. (053) 928 0245

HR Registry Manager

Directorate: Human Resource Administration Services
Sub-Division: Personnel Provisioning and Utilisation Services
Division: HR Registry Services
Dr Ruth Segomotsi Mompoti District Services
Basic Salary: R 211 194 per annum (SL7) (Ref. K26968/11)
VRYBURG

Minimum qualification and experience: Grade twelve (12) or equivalent with more than ten (10) years experience in spheres of records management.

Knowledge of: The legislative and regulatory environment informing human resource management and administration • Expert knowledge of legislative and regulatory environment informing the area of records management including, but not limited to, the National Archives Act, 1996.

Competencies and skills: Proven computer literacy, including MS Word, MS Excel and MS Powerpoint • Proven report writing and presentation skills • Project management skills • good verbal and written communication in English

Key performance areas, inter alia, include: Current employee records management
• Archive management • Facilities management • Subordinate Supervision and management

Enquiries: Ms A Senwedi, tel. (053) 928 0260

Deputy HR Manager

Sub-Directorate: Human Resource Administration and Management Services
All-inclusive remuneration package R 612 822 per annum (SL11) (Ref. K26968/12)
District: Bojanala District Services
RUSTENBURG

Minimum qualification and experience: An appropriate tertiary qualification in Human Resource Management or equivalent with ten (10) years related experience in the spheres of Human Resource Management and administration of which five (5) years should be at junior managerial level • Valid Code B driver's licence.

Knowledge of: • Expert knowledge of public sector and its regulatory and legislative framework • Public sector management reporting requirements • Expert knowledge of human resource management and administration • Financial planning and human resource management principles, methodologies and procedures • Knowledge of and proven experience regarding supply chain management procedures.

Competencies and skills: Proven report writing and presentation skills • Ability to design and implement internal systems and controls to ensure sound office administration, management, governance and support • Proven management skill and a track record in the preparation, implementation and management of operational and financial plans and budget • Proven interpersonal skills and good verbal and written communication in English (Communication and Information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and

organising • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: Human resource management and development
• Sub-Directorate administration, management and control.

Enquiries: Ms MP Mokhutle, Tel: 014 590 4802

Assistant HR Manager

Directorate: Office Based Human Resource Administration and CS Educator HR Management Services

Sub-Directorate: Institution Based Human Resource Planning Services (Learning Institutions)

Basic Salary R 311 784 per annum (SL9) (Ref. K26968/13)

MMABATHO

Minimum qualification and experience: An appropriate tertiary qualification in Human Resource Management and Administration or equivalent with five (5) to ten (10) years experience in the sphere of Human Resource Management and Administration/HR Planning with at least three (3) years at supervisory level • A Valid Code B driver's licence will be an added advantage.

Knowledge of: Intimate knowledge of legislative and regulatory environment informing human resource management and administration, including, but not limited to:- Procedures applicable to employees employed in terms of the Public Service Act, 1994 and the Employment of Educators Act, 1998 • Expert knowledge of human resource management and administration [PERSAL and WALKER].

Competencies and skills: Proven report writing and interpretation skills • Strong project management skills • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Planning and organising • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven interpersonal skills and good verbal and written communication in English (Communication and Information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems.

Key performance areas, inter alia, include: Institution Based CS Educator post establishment • CS Educator post allocation • CS Educator Human Resource Plan • Monitor and evaluate Human Resource practices • Subordinate supervision and management.

Enquiries: Mr O Motang, tel. (018) 388 3602

HR Practitioner

Directorate: Office Based Human Resource Administration and CS Educator HR Management Services

Sub-Directorate: Institution Based Human Resource Planning Services (Learning Institutions)

Basic Salary R 211 194 per annum (SL7) (Ref. K26968/14)

MMABATHO

Minimum qualification and experience: An appropriate tertiary qualification in Human Resource Management with zero (0) to two (2) years experience in the sphere of Human Resource Management and Administration/HR Planning. • A Valid Code B driver's licence will be an added advantage.

Knowledge of: Intimate knowledge of legislative and regulatory environment informing human resource management, including but not limited to Procedures applicable to employees employed in terms of the Public Service Act, 1994 and the Employment of Educators Act, 1998 • Expert knowledge of human resource management and administration [PERSAL and WALKER].

Competencies and skills: Proven report writing and presentation skills • Strong project management skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven interpersonal skills and good verbal and written communication in English (Communication and Information management).

Key performance areas, inter alia, include: Institution Based CS Educator post establishment • CS Educator post allocation • Monitor and evaluate Human Resource practices • CS Educator Human Resource Plan.

Enquiries: Mr O Motang, tel. (018) 388 3602

Assistant HR Manager

Directorate: Office Based Human Resource Administration and CS Educator HR Management Services

Sub-Directorate: CS Educator Human Resource Management Services

Basic Salary R 311 784 per annum (SL9) (Ref. K26968/15)

MMABATHO

Minimum qualification and experience: An appropriate tertiary qualification in Human Resource Management with five (5) to ten (10) years experience in the sphere of Human Resource Management and Administration with at least three (3) years at supervisory level • A Valid Code B driver's licence will be an added advantage.

Knowledge of: Intimate knowledge of legislative and regulatory environment informing human resource management and administration, including, but not limited to:- Procedures applicable to employees employed in terms of the Public Service Act, 1994 and the Employment of Educators Act, 1998 • Expert knowledge of human resource management and administration [PERSAL and WALKER].

Competencies and skills: Proven report writing and interpretation skills • Strong project management skills • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Planning and organising • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven interpersonal skills and good verbal and written communication in English (Communication and Information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems.

Key performance areas, inter alia, include: Employment practices [CS Educators] • Compensation and Benefits practices [CS Educator] • Employment Equity • Monitor and evaluate Human Resource practices • Subordinate supervision and management.

Enquiries: Mr O Motang, tel. (018) 388 3602

Control HR Assistant (Establishment Control)

Directorate: Office Based Human Resource Administration and CS Educator HR Management Services

Division: Establishment Control Services (Centralised service)

Basic Salary R 311 784 per annum (SL9) (Ref. K26968/16)

MMABATHO

Minimum qualification and experience: Grade 12 and/or an appropriate tertiary qualification in Human Resource Management. Grade 12 or equivalent with more than 10 years experience and (5) years in a supervisory capacity. Tertiary qualification with 5 to 10 years experience in the sphere of Human Resource Management and Administration and at least 3 years of supervisory level • A Valid Code B driver's licence will be an added advantage.

Knowledge of: Intimate knowledge of legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994 and the Employment of Educators Act, 1998 • Knowledge of human resource management and administration (PERSAL and WALKER)

Competencies and skills: Proven report writing and presentation skills • Project management skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • good verbal and written Communication skills.

Key performance areas, inter alia, include: Post Establishment of data and Structure • Post Establishment and Information • Post Establishment analysis • Subordinate supervision and management.

Enquiries: Mr O Motang, tel. (018) 388 3602

Control HR Assistant (Conditions of Service)

Directorate: Office Based Human Resource Administration and CS Educator HR Management Services

Division: Office based Human Resource Administration Services (CS and Non CS Educators)

Basic Salary R 311 784 per annum (SL9) (Ref. K26968/17)

MMABATHO

Minimum qualification and experience: Grade 12 and/or an appropriate tertiary qualification in Human Resource Management. Grade 12 with more than 10 years experience in spheres of Human Resource Management and Administration with (5) years in a supervisory capacity and or tertiary with 5 to 10 years experience in the sphere of Human Resource Management and Administration with at least 3 years in a supervisory level • A Valid Code B driver's licence will be an added advantage.

Knowledge of: Intimate knowledge of legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994 and the Employment of Educators Act, 1998 • Knowledge of human resource management and administration (PERSAL and WALKER)

Competencies and skills: Proven report writing and presentation skills • Project management skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • good verbal and written Communication skills.

Key performance areas, inter alia, include: Human Resource Provisioning (Office Based CS and Non CS Educators) • Human Resource Utilization (Office Based CS and Non CS Educators) • Conditions of Service (Office Based CS and Non CS Educators) • Subordinate supervision and management.

Enquiries: Mr O Motang, tel. (018) 388 3602

Deputy Employee Health and Safety Manager
Directorate: Human Resource Management Services
(Non CS Educators and Transversal HR Practices)
Sub-Directorate: Employee Health and Wellness Services
Basic Salary: R 612 822 per annum (SL11) (Ref. K26968/18)
MMABATHO

Minimum qualification and experience: An appropriate Tertiary qualification in Behavioural Sciences PLUS registration with a relevant Health Professional Council of South Africa plus ten (10) years experience in spheres of employee safety; health and productivity with five (5) years at junior management level

- A valid driver's licence

Knowledge of: Expert knowledge of the legislative and regulatory environment informing human resource management and employee health and safety, including, but not limited to: Labour Relations Act, Basic Conditions of Employment Act, Public Service Act & Regulations, Employment of Educators Act and Regulations, Employment Equity Act, Health Act • Expert knowledge of employee health and safety practices

Competency and skills: Proven computer literacy, including advanced MSWord, MSExcel and MSPowerpoint • Proven report writing and presentation skills • Project management skills • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Communication and Information Management • Customer Focus and Responsiveness • Developing others • Managing Interpersonal Conflict and Resolving Problems • Planning and organising.

Key performance areas, inter alia, include: • Employee Health and Safety Policy • Employee Assistance Services • HIV and AIDS workforce programme • Employee Workplace Safety Services • Subordinate Supervision and Management.

Enquiries: Mr L Abrahams. Tel (018) 388 4016

Deputy HRD Manager
Directorate: Human Resource Development Services
Sub-Directorate: Skills Development Services
Basic Salary: R 612 822 per annum (SL11) (Ref. K26968/19)
MMABATHO

Minimum qualification and experience: An appropriate Tertiary qualification in Human Resource Development and/or Educational Management plus Ten (10) years experience in spheres of human resource development with five (5) years at junior management level. • A valid Code B driver's licence

Knowledge and skills: Expert knowledge of the legislative and regulatory environment informing human resource development, including, but not limited to: Procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998, Requirement of Skills Development Act, 1998, Performance measurement and management

Competency and skills: Proven computer literacy, including advanced MSWord, MSEXcel and MSPowerpoint • Proven report writing and presentation skills • Strong project management skills • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Communication and Information Management • Customer Focus and Responsiveness • Developing others • Managing Interpersonal Conflict and Resolving Problems • Planning and organising.

Key performance areas, inter alia, include: • Skills Auditing • Departmental workplace skills plan • WSP Reporting • Bursary Administration • Subordinate Supervision and Management.

Enquiries: Ms ME Lukhaimane, tel. (018) 388 2711

Assistant Administrative Manager
Directorate: Human Resource Development Services
Sub-Directorate: Skills Development Services
Division: Bursary Services
Basic Salary: R 311 784 per annum (SL9) (Ref. K26968/20)
MMABATHO

Minimum qualification and experience: An appropriate Tertiary qualification in Public Administration with five (5) Ten (10) years experience in spheres of human resource development with specific reference to bursaries and or in the field of administration.

Knowledge and skills: Knowledge of the legislative and regulatory environment informing human resource development, Requirements of the Skills Development Act, 1998. Procedures applicable to employees employed in terms of the Public Service Act, 1994.

Competency and skills: Requirement of the Skills Development Act, 1998 • Proven computer literacy, including advanced MSWord, MSEXcel and MSPowerpoint • Proven report writing and presentation skills • Strong project management skills • Communication and Information Management and Proven management • Customer Focus and Responsiveness • Developing others • Managing Interpersonal Conflict and Resolving Problems • Planning and organising.

Key performance areas, inter alia, include: • Bursary Policy • Bursary applications • Registered bursary holder's • Subordinate Supervision and Management.

Enquiries: Ms ME Lukhaimane, tel. (018) 388 2711

Assistant Labour Relations Manager
Directorate: Employee and Labour Relations Services
Sub-Directorate: Dispute Resolution Services (Non CS Educators)
Basic Salary R 311 784 per annum (SL9) (Ref. K26968/21)
MMABATHO

Minimum qualification and experience: An appropriate tertiary qualification in Labour Relations and/or Labour Law with five (5) to ten (10) years experience in the field of Labour Relations with at least three (3) years at supervisory level • Valid Code B driver's licence.

Knowledge of: Intimate knowledge of legislative and regulatory environment informing Labour Relations, including, but not limited to:- Disciplinary, Grievance and Dispute Resolutions procedures applicable to employees employed in terms of the Public Service Act, 1994 and the condition of service dispensation for Senior Management Services

Competencies and skills: Proven report writing and presentation skills • Proven mediation and negotiation skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven interpersonal skills and good verbal and written communication in English (Communication and Information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising.

Key performance areas, inter alia, include: Grievance Management [Non CS Educators] • Dispute Resolution [Non CS Educators] • Conduct Trends Analysis • Subordinate Supervision and Management.

Enquiries: Mr P Meje, tel. (018) 388 4107

Assistant Conduct Management Manager
Directorate: Employee and Labour Relations Services
Sub-Directorate: Conduct Management Services (Public Service Employees)
Basic Salary R 311 784 per annum (SL9) (Ref. K26968/22)
MMABATHO

Minimum qualification and experience: An appropriate tertiary qualification in Labour Relations and/or Labour Law with five (5) to ten (10) years with at least three (3) years supervisory experience in the field of Labour Relations • Valid Code B driver's licence.

Knowledge of: Intimate knowledge of legislative and regulatory environment informing Labour Relations, including, but not limited to: - Disciplinary, Grievance and Dispute Resolutions procedures applicable to employees employed in terms of the Public Service Act, 1994 and the condition of service dispensation for Senior Management Services

Competencies and skills: Proven report writing and presentation skills • Proven mediation and negotiation skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven interpersonal skills and good verbal and written communication in English (Communication and Information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising.

Key performance areas, inter alia, include: Conduct Management [Non CS Educators] • Conduct Trends Analysis • Subordinate Supervision and Management.

Enquiries: Mr P Meje, tel. (018) 388 4107

Driver
Basic salary: R100 545 per annum (SL 3) (Ref. K26968/23)
District: Dr Ruth Segomotsi Mompati District Services
VRYBURG

Minimum qualification and experience: ABET with between (2) and (5) years' experience in a transport environment plus Code 8 driver's licence or ABET with between (0) and (2) years' experience in a transport environment plus Code 10 driver's licence.

Knowledge and skills: • Knowledge of government transport regulations • The ability to communicate in English and Setswana, both verbally and in writing.

Key performance areas include, inter alia: Transportation services and vehicle management.

Enquiries: Ms NB Mosoeu, Tel. (053) 928-0245

Administrative Assistant

Basic salary: R142 461 per annum (SL 5) (Ref. K26968/24)

Bophelong Special School

District: Ngaka Modiri Molema District Services

MAHIKENG

Minimum qualification and experience: Grade 12 or equivalent qualification • Between 2 and 5 years related and complimentary experience in either the private or the public sector.

Knowledge and skills: Knowledge of the public sector and its regulatory framework • Proven administrative skills • Track record in the creation/layout/typing of documents, presentation, reports and databases • Proven office administration skills relating to client liaison, function and meeting schedule, equipment administration, filing and recordkeeping • Proven computer literacy, including MS Word, Excel and PowerPoint.

Key performance areas include, inter alia: • Office administration • Filing and record administration • Petty cash and creditors payment administration • Secretarial support.

Enquiries: Ms N Mothusi, Tel. (018) 388 3108

Administrative Assistant

Basic salary: R142 461 per annum (SL 5) (Ref. K26968/25)

Bojanala District Services

Rustenburg Area Office (ITEKO)

RUSTENBURG

Minimum qualification and experience: Grade 12 or equivalent qualification • Between (2) and (5) years related and complimentary experience in either the private or the public sector.

Knowledge and skills: Knowledge of the public sector and its regulatory framework • Proven administrative skills • Track record in the creation/layout/typing of documents, presentation, reports and databases • Proven office administration skills relating to client liaison, function and meeting schedule, equipment administration, filing and recordkeeping • Proven computer literacy, including MS Word, Excel and PowerPoint.

Key performance areas include, inter alia: • Office administration • Filing and record administration • Petty cash and creditors payment administration • Secretarial support.

Enquiries: Mr C Pilane, Tel. (014) 597 8649

Works Inspector

Basic salary: R262 272 per annum (SL 8) (Ref. K26968/26)

District: Bojanala District Services

RUSTENBURG

Minimum qualifications and experience: A Bachelor's degree/National Diploma in Building Construction or N3 in Building Construction plus trade certificate (Building) • Five years' appropriate experience in building services • A valid driver's licence.

Knowledge of: The Public Finance Management Act and Treasury Regulations, Supply Chain Management Regulations, Occupational Health and Safety Act, National Building Regulations and Standards • Application of workmanship norms and standards, safety procedures and practices, renovation of old and existing structures, use of machinery, tools and equipment, building construction and property management.

Competencies and skills: Basic project management skills • Report-writing and written communication skills • Client service focus • Co-operation skills • Proven computer literacy, including MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: Works inspections • Facilitating maintenance of site inspections.

Enquiries: Mr S M Jacobs, Tel. (014) 597 8667

Asset Inventory Manager

Division: Asset/Inventory Management Services

Basic Salary R 211 194 per annum (SL7) (Ref. K26968/27)

Ngaka Modiri Molema District Services

MAHIKENG

Minimum qualification and experience: An appropriate three (3) year tertiary qualification preferably in Public Finance or Supply Chain Management • Between one (1) to two (2) years' public finance and procurement experience • A valid driver's licence.

Knowledge of: • Supply Chain Management Framework and Act • PFMA and Treasury Regulations • Provincial Supply Chain Management Regulations and Practice Notes • Public Service Act and Regulations • Asset management and control • Walker financial management system.

Competencies and skills: • Report-writing and written communication skills • Client service focus • Co-operation skills • Proven computer literacy, including MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: • Asset registration • Loss control • Asset disposal • Subordinate management and control.

Enquiries: Ms N Mothusi, Tel. (018) 388 3108

State Accountant

Directorate: Financial Accounting Services

Sub-Division: Taxation Services

Basic salary: R262 272 per annum (SL 8) (Ref. K26968/28)

MMABATHO

Minimum qualification and experience: A B degree or National Diploma in Accounting or Economic Science or any related field or equivalent • Between two (2) and five (5) years' experience, preferably within a financial administration, management or control environment in the public sector • A valid driver's licence.

Knowledge of: Public sector and its regulatory and legislative framework • Financial and Supply Chain management principles, methodologies and procedures • Public sector financial management reporting requirements • WALKER, BAS and PERSAL systems.

Competencies and skills: Proven report writing and presentation skills • Communication • Client service focus • Co-operation • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: Inspection framework formulation • Financial control and system assessment • Register employees as tax payers and deduct employee taxes • Issue employee taxation certificates • Cancel/ re-instate IRP5 certificates amendment closed IRP5's • Reconcile taxes with SARS.

Enquiries: Mr KS Motshabi, Tel. (018) 388 3026

State Accountant

Directorate: Financial Accounting Services

Division: Expenditure Services

Basic salary: R262 272 per annum (SL 8) (Ref. K26968/29)

MMABATHO

Minimum qualification and experience: A B degree or National Diploma in Accounting or Economic Science or any related field or equivalent • Between two (2) and five (5) years' experience, preferably within a financial administration, management or control environment in the public sector • A valid driver's licence.

Knowledge of: Public sector and its regulatory and legislative framework • Financial and Supply Chain management principles, methodologies and procedures • Public sector financial management reporting requirements • WALKER, BAS and PERSAL systems.

Competencies and skills: Proven report writing and presentation skills • Communication • Client service focus • Co-operation • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: Resolve and clear banking interface exceptions daily • Monitoring and reporting of cash balances • Facilitate requests for cash transfers • Perform bank reconciliation activities.

Enquiries: Mr MM Mokgathe, Tel. (018) 388 4210

State Accountant (2 Posts)

Sub-Directorate: Budget Planning Services

Basic salary: R262 272 per annum (SL8) (Ref. K26968/30)

MMABATHO

Minimum qualification and experience: A B degree or National Diploma in Accounting or Economic Science or any related field or equivalent • Between two (2) and five (5) years' experience, preferably within a financial administration, management or control environment in the public sector • A valid driver's licence.

Knowledge of: Public sector and its regulatory and legislative framework • Financial and Supply Chain management principles, methodologies and procedures • Public sector financial management reporting requirements • WALKER, BAS and PERSAL systems.

Competencies and skills: Proven report writing and presentation skills • Communication • Client service focus • Co-operation • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: Effect transfer payment to schools • Assess Annual Financial Statements of schools to ensure that funds are utilised for the intended purpose • Coordinate and consolidate budget inputs in accordance with the MTEF budget framework • Monitor expenditure against budget allocations and cash flow • Render budgetary support service to the Responsibility and Programme Managers.

Enquiries: Mr Z Mtila, Tel. (018) 388 3886

State Accountant
Sub-Directorate: Internal Control Services
Division: Preventative and Detective Compliance Services
Basic salary: R262 272 per annum (SL 8) (Ref. K26968/31)
MMABATHO

Minimum qualification and experience: A B degree or National Diploma in Accounting or Economic Science or any related field or equivalent • Between two (2) and five (5) years' experience, preferably within a financial administration, management or control environment in the public sector • A valid driver's licence.

Knowledge of: Public sector and its regulatory and legislative framework • Financial and Supply Chain management principles, methodologies and procedures • Public sector financial management reporting requirements • WALKER, BAS and PERSAL systems.

Competencies and skills: Proven report writing and presentation skills • Communication • Client service focus • Co-operation • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: Investigate and report on irregular / fruitless and wasteful expenditure transactions • Coordinate dissemination of audit requests for information (RFI's) to end users • Coordinate collation of documents/ information required for audit purposes • Assist with the review of Interim Financial Statements.

Enquiries: Ms R Mokoto, Tel. (018) 388 1496

General Instructions

In terms of the Departmental Equity Plan, females and persons with disabilities will receive preference. The Department is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the Department through the filling of the posts. Candidates whose transfer/promotion/appointment will promote the above, will receive preference. A clear indication in this regard will facilitate the processing of applications.

Correctly completed and signed applications must be submitted on the Z83 Form, obtainable from any Public Service department, and be accompanied by certified copies of formal qualifications, ID and comprehensive Curriculum Vitae (which must include a minimum of 3 referees).

Envelopes containing application forms must be clearly marked "Application for an advertised post" and forwarded to the address and attention of the person listed below:

The Recruitment Directorate: (Non-CS Educators) PSA Employees
Department of Education and Sport Development
Private Bag X 2044
MMABATHO

2735 OR Hand delivered to Old Taletso FET Hostels Building. Chief Directorate: HRM & D First Floor, Room No. 177, 746, 747 & 751, MMABATHO Tel No. (018) 388-2088, 2165, 4102 & 4011.

Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiries person to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment to the advertised post.

Closing date: 22nd July 2016 (posted applications must have reached the Department by 16:30 on this date, otherwise they will not be considered).