



dcstm

Department:
Community Safety and Transport Management
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



HUMAN RESOURCE MANAGEMENT

Tirelo Building, Albert Luthuli Drive,
Mafikeng, 2745
P/Bag X 19 Mmabatho 2735
Tel: +27 (18) 200

PROVINCIAL ADMINISTRATION: NORTH WEST DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

VACANCY CIRCULAR NO.02 OF 2026/27 FINANCIAL YEAR

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications. **African Females for Persons with Disabilities on salary levels 8 to 10; African Females on salary levels 11 to 13. Indian Males on salary levels 7 to 12 positions. Candidates within these categories are encouraged to apply.**

APPLICATIONS: The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, MMABATHO, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota Office NO. 0182008258 OR email to the relevant e-mail address associated with the post applied for. Non-compliance will lead to disqualification.

COMPLIANCE NOTE: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Major subjects of relevant qualification/s should be mentioned in the CV. **Completion of the Z83 form: Part A:** All fields must be fully and accurately completed. **Parts B:** Date of birth and ID number are compulsory, and other fields on **Part B, Part C, D, E, F and G** may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under **Part F** is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit copies//proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za

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Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered.

Qualifications of shortlisted candidates will be verified with SAQA. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications **(i.e Candidates must submit a separate application for each post indicating the Centre and Reference number). Non-compliance will lead to disqualification.** Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. 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 selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification as well as security clearance. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post.

CLOSING DATE: 28/09/2026 AT 15H30

ERRATUM: Kindly note that the position of Deputy Director: Crime Prevention Partnerships Ref No: 02/2026/2027; Deputy Director: District Corporate Services Ref No: 05/2026/2027; Assistant Director: District Corporate Services Ref No: 11/2026/2027; Assistant Director: SHERQ Management Ref No: 12/2026/2027; Personnel Practitioner: Health and Productivity Management Ref No: 21/2026/2027, advertised in the Public Service Vacancy Circular 31 dated 28 August 2026 with the closing date of 11 September 2026 are withdrawn and re-advertised in this circular. Candidates who previously applied are encouraged to re-apply.

POST : DEPUTY DIRECTOR: CRIME PREVENTION PARTNERSHIPS
REF. NO : 25/2026/2027
DIRECTORATE : CRIME PREVENTION PARTNERSHIPS (Re-advertisement, Candidates who previously applied are encouraged to reapply.)
SALARY : R1 101 468 per annum (Level 12), Total package
CENTRE : Bojanala

REQUIREMENTS: Grade (12) certificate or equivalent plus three (3) year National Diploma/ Degree (NQF level 6/7) in Social Sciences, LLB, Development Studies, Policing and Community Development. Five (5) years' relevant work experience within safety and security environment of which three (3) to five (5) of experience in a junior management (Assistant Director) level. Valid Code EB (08) Driver's License. **Knowledge:** Knowledge and Understanding of the Integrated Crime and Violence Prevention Strategy, Knowledge of the White Paper on Safety and Security, Knowledge of the SAPS Act, Knowledge of the Civilian Secretariat Act, Knowledge of Public Service Act and Regulations. Public Service Code of Conduct Understanding of Public Financial Management Act. Intergovernmental Relations Framework Act. **Skills:** Community Mobilisation. Stakeholder management and cooperation. Coordination and facilitation. Negotiation and resource mobilisation. Interpersonal and Advanced Report Writing. Programme and project management skills. Client orientation and customer focus. Basic research and data analysis skills. Ability to interpret policies. Facilitation and Good presentation skills. Good verbal and written communication. Planning, Organisation, and Leadership. Ability to function independently and as a team. Willingness to travel and work irregular hours. Problem-solving skills and decision-making. Conflict Management and Change Management skills. Computer literacy (Microsoft, Excel and PowerPoint).

DUTIES: Develop and review community outreach programmes. Enhance the quality and accessibility of safety programmes. Encourage dialogues on safety and crime prevention. Initiate and coordinate crime prevention programmes. Coordinate the development, implementation and review of Provincial Crime Prevention Strategies. Promote community participation in crime prevention initiatives. Coordinate the development and evaluation of safety models. Promote community Police relations. Establish, Monitor and Enhance community safety structures. Establish and promote public –private 176 partnerships. Manage key performance responsibilities of the managed. Monitor and report on the sub-directorate resources, provide support on compilation of expenditure budget, reporting of costs on activities and assist in the development of sub-directorate budget tool.

ENQUIRIES: Ms. KF Nchoe Tel No: (018) 200 8096/8097, CSTMrecruitment25@nwpg.gov.za

POST : DEPUTY DIRECTOR: DISTRICT CORPORATE SERVICES
REF. NO : 26/2026/2027
DIRECTORATE : DISTRICT OPERATIONS (Re-advertisement, Candidates who previously applied are encouraged to reapply.)
SALARY : R932 292 per annum (Level 11), Total package
CENTRE : Ngaka Modiri (X1 Post) Dr. Keneth Kaunda (X1 Post) Dr. Ruth Segomotsi Mompoti (X1 Post)

REQUIREMENTS: Grade 12 Certificate and three (3) year National Diploma/Degree in Human Resource Management /Public Management /Public Administration/ Finance/ Accounting/ Financial Management/ Supply Chain Management/ (NQF level 6/7). Minimum of Five (5) years relevant working experience in Human Resource Management/Supply Chain Management/Financial Management environment coupled with at least three (3) years in a Junior Management Level (Assistant Director).

Valid Driver`s License. **Knowledge:** Knowledge of PERSAL system, Knowledge of Walker Financial Management System, Knowledge of HRM matters and Regulatory Frameworks and Acts, Knowledge of Legislations/Acts governing SCM (PPPFA, PFMA & Treasury Regulations) and Public Service Acts. **Skills:** Computer Literacy (MS Word, Excel, Power Point). Report Writing. Change Management. Good stakeholder engagement skills.

DUTIES: Coordinate and manage Human Resource Management support services in the District. Coordinate and manage Financial Management Services in the District. Coordinate and manage Supply Chain Management Support services in the District. Provide strategic leadership in the District. Compile reports. Manage the key areas of subordinates.

ENQUIRIES: Dr. MG Marindi Tel No: (018) 200 8060, CSTMrecruitment26@nwpg.gov.za

POST : ASSISTANT DIRECTOR: DISTRICT CORPORATE SERVICES
REF. NO : 27/2026/2027
DIRECTORATE : DISTRICT OPERATIONS (Re-advertisement, Candidates who previously applied are encouraged to reapply.)
SALARY : R487 197 per annum (Level 09)
CENTRE : Ngaka Modiri (X1 Post) Dr Keneth Kaunda (X1 Post) Dr Ruth Segomotsi Mompoti (X1 Post) Bojanala (X1 Post)

REQUIREMENTS: Grade 12 Certificate and Three (3) Year National Diploma / Degree in Human Resource Management / Public Management / Public Administration / Finance/ Accounting / Financial Management / Supply Chain Management. Three (3) to five (5) years relevant working experience in Human Resource Management / Financial Management/Supply Chain Management environment of which Two (2) years must be in a supervisory (salary level 7/8) level. Valid Driver`s License. **Knowledge:** Knowledge of PERSAL system, Knowledge of Walker Financial Management System, Knowledge of HRM matters and Regulatory Frameworks and Acts, Knowledge of Legislations/Acts governing SCM (PPPFA, PFMA & Treasury Regulations) and Public Service Acts. **Skills:** Computer Literacy (MS Word, Excel, Power Point). Report Writing. Proven management ability and attributes of dynamic leadership skills.

DUTIES: Manage and administer Human Resource Management support services in the District. Manage and administer Financial Management Services in the District. Manage and administer Supply Chain Management Support services in the District. Compile reports. Manage the key areas of subordinates.

ENQUIRIES: Dr. MG Marindi Tel No: (018) 200 8060, CSTMrecruitment27@nwpg.gov.za

POST : ASSISTANT DIRECTOR: EAP COUNSELOR
REF. NO : 28/2026/2027
DIRECTORATE : HUMAN RESOURCE MANAGEMENT
SALARY : R487 197 per annum (Level 09)
CENTER : Head Office (Mmabatho)

REQUIREMENTS: Matric (Grade 12) certificate plus Bachelor Degree of Social Work or Social Science, Registration with South African Council of Social Service Profession (SACCSP) or Health Professional Council (HPC). Three (3) to five (5) years' working experience in Employee Health and Wellness of which two (02) years must be at supervisory level. **Knowledge:** Knowledge applicable in the Employee Health and Wellness environment, public service acts, policies and other related prescripts, diversity and

conflict management. **Skills:** Computer literacy (Microsoft office) Proven management ability and attribute of dynamic leadership skills. The ability to maintain positive interpersonal relations and work as part of a team as well as individually. Analytical skills and the ability to work under pressure. Problem solving abilities. Proven skills in respect of report writing. Strong liaison and negotiation skills, Counselling skills. Good written and verbal communication skills.

DUTIES : Provide psychological counselling to Departmental employees and their extended families, conduct economic, financial wellness programme, provide awareness and education on psychological problems, ensure work-life balance programme in the Department, manage human resource, financial resources and other resources in the Department, Assist in developing and implementation of EHW, Employee Health and Wellness Policies, Marketing of the Employee Health and Wellness (EHW) programmes, manage, coordinate and facilitate EAP, HIV/AIDS and transformation programme.

ENQUIRIES: Ms. IFK Selomane Tel No: (018) 200 8304, CSTMrecruitment28@nwpg.gov.za

POST : ASSISTANT DIRECTOR: CHAPLAIN
REF. NO : 29/2026/2027 (X2 POSTS)
DIRECTORATE : HUMAN RESOURCE MANAGEMENT
SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office (Mmabatho & Bojanala)

REQUIREMENTS: Matric (Grade 12) certificate or equivalent plus appropriate Diploma/Degree (NQF 6/7) in Theology. Three (3) to five (5) years relevant experience of which two (02) years must be at Supervisory (7/8) level. Good understanding of Integrated Employee Health and Wellness Strategic Framework of 2008, i.e. Pillars and Policies as outlined thereof. A valid driver's license. **Knowledge:** Practical application of Biblical knowledge and pastoral counselling, diversity management, leadership, planning and coordination of projects, understanding of ACTS, Policies, Regulations, Batho Pele principles and other related prescripts. Integrated Employee Health and Wellness programmes. **Skills:** Computer literacy (Microsoft office) Proven management ability and attribute of dynamic leadership skills. The ability to maintain positive interpersonal relations and work as part of a team as well as individually. Analytical skills and the ability to work under pressure. Problem solving abilities. Proven skills in respect of report writing. Strong liaison and negotiation skills. Good written and verbal communication skills.

DUTIES: Provide spiritual empowerment and emotional support to departmental personnel. Provide spiritual counselling and support during distressful conditions. Provide working link between the department and the local churches. Promote organisational wellness. Facilitate diversity programmes. Coordinate the management of departmental employee interaction events, develop and maintain an acknowledgement strategy.

ENQUIRIES: Ms. IFK Selomane Tel No: (018) 200 8304, CSTMrecruitment29@nwpg.gov.za

POST : ASSISTANT DIRECTOR: SHERQ MANAGEMENT
REF. NO : 30/2026/2027
DIRECTORATE : HUMAN RESOURCE MANAGEMENT (Re-advertisement, Candidates who previously applied are encouraged to reapply.)
SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office (Mmabatho)

REQUIREMENT: Matric (Grade 12) certificate plus appropriate Diploma/Degree (NQF level 6/7) as recognised by SAQA in Safety Management, Environmental Management/ Occupational Health and Safety. Registration with the relevant professional bodies for Occupational Health and Safety Practitioner/Occupational Health 178 Hygienist/South African Institute of Occupational Hygienist (SAIOH) Training in SAMTRAC will be an added advantage. Three (3) to five (5) years relevant experience which two (02) years must be at Supervisory (7/8) level. A valid driver's licence.

Knowledge: Thorough knowledge of the legislative and regulatory environment informing workplace safety but not limited to: Good knowledge of the Occupational Health and Safety Act, 1993 Labour Relations Act, 1995. Basic Conditions of Employment Act, 1997. General knowledge of the health and safety environment and risk assessments. DPSA Employee Health and Wellness Strategic Framework and its Objectives. Knowledge of COIDA Act and PFMA. **Skills:** Proven report-writing and presentation skills. 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, MS Excel and MS PowerPoint. The ability to maintain positive interpersonal relations and work as part of a team as well as individually. Analytical skills and the ability to work under pressure. Problem solving abilities.

DUTIES: Facilitate the implementation of Safety, Health, Environment and risk strategy and plan; Facilitate the implementation of risk management assessment and control; Facilitate the implementation of health and safety services; Facilitate the implementation of environmental management services; Maintain relations/partnership with relevant stakeholder; Manage human, finance and other resources. Supervision of subordinates.

ENQUIRIES: Ms. IFK Selomane Tel No: (018) 200 8304, CSTMrecruitment30@nwpg.gov.za

POST : ASSISTANT DIRECTOR: LABOUR RELATIONS
REF. NO : 31/2026/2027 (X2 POSTS)
DIRECTORATE : HUMAN RESOURCE MANAGEMENT
SALARY : R487 197 per annum (Level 09)
CENTER : Mahikeng: Head Office

REQUIREMENTS: Matric (Grade 12) certificate or equivalent plus National Diploma / Bachelor's Degree (NQF6/7) /in Labour Relations / Labour Law / Industrial Relations. Valid Drivers License. Three (3) to five (5) years relevant working experience in the Field of Labour Relations of which two (2) years must be at a Supervisory (Salary Level 7/8) level. A valid drivers license. **Knowledge:** Through knowledge of Labour Legislations, Acts, Public Service Policies / Regulations and Collective Bargaining Agreements. Ability to work under pressure. The ability to develop and interpret policies. **Skills:** Computer literacy in Microsoft packages. Research, conflict resolution skills, interpersonal skills, communication (verbal and report writing). Analytic investigation and presentation skills.

DUTIES: Facilitate / investigate grievances. Investigate misconduct and conduct disciplinary hearings. Represent the employer at conciliations and arbitrations. Represent the department at Collective

Bargaining structures and at the Provincial Labour Relations Forum. Compile various Labour Relations reports. Advise management on Labour Relations issues. Strike management. Manage the performance of personnel within the unit. Capacity building in the department.

ENQUIRIES: Mr. J Van Wyk Tel No: (018) 200 8078, CSTMrecruitment31@nwpg.gov.za

POST : ASSISTANT DIRECTOR: DEMAND MANAGEMENT
REF. NO : 32/2026/2027
DIRECTORATE : SUPPLY CHAIN MANAGEMENT
SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office

REQUIREMENTS: Matric/Grade 12 and an appropriate bachelor's degree (NQF Level 7) in Supply Chain Management (SCM) Logistics Management / Financial Management. A minimum of 5 years work experience in Supply Chain Management. Three-year Supply Chain Management on supervisory level. Valid Driver's licence. **Knowledge:** Knowledge of Walker financial management system/ BAS, knowledge of legislative framework governing SCM. procurement business and ability to manage demand system and controls. Knowledge of Batho Pele Principles and application thereof. Knowledge of public service regulations Act. **Skills And Competencies:** Advanced computer literate and leadership abilities, interpersonal skill, written and verbal communication and conflict resolution skill. Excellent verbal and written communications skills, sound analytical / innovative thinking and problem-solving skills. Computer literacy. Strong 179 planning and coordination abilities. Ability to work under pressure and extended hours so as to meet the deadline dates. Knowledge and application of legislative frame works that governs Supply Chain Management in the Public Service environment.

DUTIES: Conduct total needs assessment within the Department. Manage implementation of Central Supplier Data Base. Conduct market, industry and commodity analysis and compile report for approval. Conduct trainings to all end users in relation to compilation of Demand and Procurement Plans for the Department. Compile memo to all End Users for submission of annual needs. Manage needs assessment performance in accordance with the framework. Compile Demand Management and Procurement Plan for the Department. Develop and maintain Demand Management and Procurement Plan for the Department. Implement Demand Management Plan and Procurement Plan for the Department. Implement Departmental Supply Chain Management policies, all legislative framework governing Supply Chain Management. Ensure the determination of specifications requirement are linked to the strategic Plan and budget of the Department. Perform membership position in Specification committee meetings. Manage Key performance areas of team members. Be involved in the budget projection of the unit. Compile Bid files for all procurement plan projects. Compile report progress of procurement plan on monthly and quarterly basis. Perform any task delegated by the supervisor.

ENQUIRIES: Ms. KL Lebotse Tel No: (018) 200 8130, CSTMrecruitment32@nwpg.gov.za

POST : SENIOR STATE ACCOUNTANT: SALARY ADMINISTRATION AND TAXATION
REF. NO : 33/2026/2027 (X2 POSTS)
SALARY : R413 001 per annum (Level 08)
CENTRE : Head Office (Mmabatho)

REQUIREMENTS: Matric or equivalent. Three (3) year degree or diploma in Financial Management, Accounting (NQF6/7) or equivalent qualification with Accounting as a module. Three (3) to Five (5) years' experience in Salary Administration environment of which Two (2) years must be at supervisory level. Introduction to PERSAL certificate and salary administration certificate is required. Tax calculations 1 certificate will be an added advantage. **Knowledge:** Public Finance Management Act (PFMA), Treasury regulations. Financial Manual, Basic Conditions of Employment Act and Guide on Managing Departmental Debt. Computer literacy – Word, Excel and PowerPoint are important. Working knowledge of government systems (PERSAL). **Skills:** Communication (written and verbal), Interpersonal relations. Flexibility and Teamwork. Computer skills, planning, and organization. Conflict management skills. Self-driven and results orientated, should be able to deliver under pressure. **DUTIES :** Administer the payment of staff (Salaries and Allowances). Conduct calculations of over/under payments of salaries. Administer the stop order deductions from salaries. Ensure the safe custody of salary documents. Manage the performance of personnel within the unit.

ENQUIRIES: Mr. E Sekgaile Tel No: (018) 200 8315, CSTMrecruitment33@nwpg.gov.za

POST : PERSONNEL PRACTITIONER (HEALTH AND PRODUCTIVITY MANAGEMENT)
REF. NO : 34/2026/2027 (X1 POST)
SUB-DIRECTORATE: INTEGRATED EMPLOYEE HEALTH AND WELLNESS (Re-advertisement, Candidates who previously applied are encouraged to reapply.)
SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office (Mmabatho)

REQUIREMENTS: Matric (Grade 12) certificate plus three (3) years Degree or National Diploma in Human Resource Management/Public Management (NQF6/7). One (1) to two (2) years relevant experience. PERSAL certificate on leave Administration is required. **Knowledge:** Good knowledge on Incapacity Leave and Ill-health Retirement in the Public Service, Compensation for Occupational Injuries and Diseases Act, BCEA and Labour Relations Act. DPSA knowledge on Employee health and Strategic Framework of 2008. **Skills:** Planning and coordinating skills. Good communication skills, presentation skills and good interpersonal relationship, computer literacy. A valid driver's license.

DUTIES: Administration of Incapacity leave, ill-health retirement, occupational injuries and diseases. Capture data for occupational injuries, diseases and invoices on PERSAL. Make recommendations for Head of Department's approval and 180 process the outcomes of the employee's application for incapacity leave and ill-health retirement. Maintain register for Integrated Employee's applications and invoices. Provide Administrative support to the Sub-Directorate: Integrated Employee Health and Wellness. Assist in coordination of workplace in-house training workshop.

ENQUIRIES: Ms. IFK Selomane Tel No: (018) 200 8304, CSTMrecruitment34@nwpg.gov.za

POST : ACCOUNTING CLERK SUPERVISOR: PROVINCIAL REGISTERING AUTHORITY
REF. NO : 35/2026/2027
DIRECTORATE : TRANSPORT ADMINISTRATION AND LICENSING
SALARY : R338 106 per annum (Level 07)
CENTRE : Ngaka Modiri Molema

REQUIREMENTS: Matric/Grade 12 or equivalent. Three (3) – Five (5) years relevant experience in NaTIS Motor Vehicle Administration environment. Valid driver's License.

Competencies/Knowledge/Skills: Knowledge and understanding of the National Road Traffic Act 93 of 1996, Public Finance Management Act, Treasury Regulations and other Public Service related Legislation. Ability to work under pressure. Good written and verbal communication skills. Excellent time management skills. Computer literacy skills, problem solving and ability to work in a team as well as independently.

DUTIES: Render the supervision of service within the registering authority. Administer the registration and licensing of motor vehicles. Manage the collection of revenue for registration and licensing of motor vehicle. Perform daily and monthly reconciliation of NaTIS revenue collection. Administer the collection and allocation of face value documents. Ensure compliance to the National Road Traffic Act. Compile Sensitive Transaction Requests in accordance to the NaTIS Help desk requirements. Ensure that all NaTIS equipment and materials are available at all times. Supervise the performance and development of staff at the registering authority. Compile monthly financial and non-financial reports. Supervise the key responsibilities of staff.

ENQUIRIES: Ms. L. Segopolo Tel No: (018) 388 1232, CSTMrecruitment35@nwpg.gov.za

POST : HUMAN RESOURCE CLERK SUPERVISOR: ESTABLISHMENT
REF. NO : 36/2026/2027
DIRECTORATE : HUMAN RESOURCE MANAGEMENT
SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office

REQUIREMENTS: Grade 12 certificate or equivalent with three (3) to five (5) years of experience required in Human Resources Client Support and Establishment Administration. Introduction to PERSAL, PERSAL Establishment and PERSAL Personnel Administration Certificate. **Knowledge:** Knowledge and understanding of the legislative framework governing the Public Service Regulation, Public Service Act. Understanding of the legislative and regulatory framework that governs Human Resource Administration and PERSAL. Statistical analysis and Data Capturing (File transfer protocol, draw data from PERSAL into Excel). **Skills:** Verbal and written, Interpersonal relations, report writing, problem solving and analytical skills. Planning and organising, Teamwork, Flexibility and Conflict resolution.

DUTIES: Maintain and update post establishment and data integrity in the Department. Provide internal and external HRM client support. Capture all establishment transactions on PERSAL. Capture placement of personnel according to Departmental Approved Structure. Create and amend post on the establishment according to Departmental Approved Structure and linking then accordingly, Prepare establishment reports, statistics and correspondence.

ENQUIRIES: Ms. A Mohlala Tel No: (018) 200 8260, CSTMrecruitment36@nwpg.gov.za

POST : ADMINISTRATION OFFICER: GENDER FOCAL POINT AND DIVERSITY MANAGEMENT
REF NO : 37/2026/2027
CHIEF DIRECTORATE: CORPORATE MANAGEMENT
SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office

REQUIREMENTS: Grade (12) certificate or equivalent, plus three (3) years National Diploma / Bachelors Degree in Public Management & Governance, Humanitarian Studies, Psychology, Social Sciences (NQF6/7), Certificate in Gender/Youth 181 Development/ Disability studies or related field. Two (2) to Three (3) years working experience in special programme/Gender Focal Point and Diversity Management environment. **Knowledge:** Sound knowledge of relevant legislations and policies, Transformation agenda in the public service, knowledge of International conventions/agreements on targeted groups. **Skills:** Excellent communications (written and verbal) skills, Good interpersonal skills, proven presentation skills, financial management and leadership skills, project management skills, Computer literacy (MS word, MS Power point, Ms Excel), Monitoring and evaluation and reporting skills, ability to conduct research, project management and administration skills, good organizational skills, Human relation skills, Problem solving and conflict resolution skills, service and result orientated. Ability to meet deadlines and work well under pressure. Ability to prepare reports and proposals. Ability to work independently and within a team.

DUTIES: Facilitate the implementation of Gender, youth, Children, Older persons and People with disabilities programmes. Coordinate implementation of Employment Equity in the Department. Provide administrative support for implementation of transformation workshops awareness programmes and meetings. Facilitate and identify transformation programmes and empowerment interventions. Support the implementation of transformation programmes and activities. Facilitate, monitor and evaluate on the attainment of policies, programmes, strategies and set departmental targets.

ENQUIRIES: Ms K Lephoi Tel No: (018) 200 8313, CSTMrecruitment37@nwpg.gov.za