

Chief Director: Economic Planning, Trade and Sector Development Salary: R1 251 183.00 per annum (Level 14). All-Inclusive Remuneration Package of 60% or 70% of the inclusive salary package must go into the basic salary.

• Ref No: 01/DEDECT/2021-22/NW • Centre: Mahikeng

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

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

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

Enquiries: Mr Lufuno Tshikovhi, tel. (018) 388 1178

Director: Legal Services

Salary: R1 057 326.00 per annum (Level 13). All-Inclusive Remuneration Package of 60% or 70% of the inclusive salary package must go into the basic salary.

• Ref: 02/DEDECT/2021-22/NW • Centre: Mahikeng

Requirements: • Bachelor of laws-LLB (NQF 7) coupled with at least 10 years' legal experience of which a minimum of five (05) years' should be at middle management level • Completed SMS pre-entry Certificate is compulsory • Admission and enrolment as an Advocate or Attorney are compulsory • A valid driver's license is essential.

Competencies: • Experience in and understanding of the constitutional framework and South African Judicial System • Legal research and drafting of legislation and litigation procedures, Interpretation, good communication and interpersonal skills • Dispute Resolution skills, Project Management, Report writing and analytical thinking, Planning and decision-making skills, Strategic capabilities and leadership skills, Knowledge of Government and Departmental policies and strategies, Maintenance of confidential information.

Duties: • Prepare and provide general legal advice on matters affecting the Department • Draft Legal documents and contracts entered into by/ with the Department • Provide litigation support to the Department • Liaise with different stakeholders, particularly the Office of the Premier, Public Protector and Office of the State Attorney • Provide assistance and strategic input in the overall management of the Directorate • Undertake efficient budgetary & expenditure control and procurement in terms of the PFMA, Treasury Regulations and other legislative frameworks/ prescripts • Management of PAIA, POPI and PAJA • Provide legal training and presentation on new legislation and the ones that have a bearing on the Department.

Enquiries: Mr Moeketsi Senqhi, tel. (018) 388 5921

Director: Communications and IT

Salary: R1 057 326.00 per annum (Level 13). All-Inclusive Remuneration Package of 60% or 70% of the inclusive salary package must go into the basic salary.

• Ref: 03/DEDECT/2021-22/NW • Center: Mahikeng

Requirements: • Matric/Grade 12 and Bachelor Degree (NQF7) in Communication/Journalism/Media Studies/Public Relations as recognized by SAQA with 5 years' of experience at a Middle/Senior Management level • Completed SMS pre-entry Certificate is compulsory • Must have a valid driver's license and willing to travel extensively • Able to work under pressure and strict adherence of deadlines.

Competencies: • Strategic capability and leadership, programme and project management, financial management, service delivery and innovation, problem-solving and analysis, change management, knowledge of Applicable legislations, Public Finance Management Act, Treasury Instructions, Public Service Act, and Public Service Regulations Electronic and Communication Act, Broadcasting Act, and Independent Communication Authority of South Africa Act, functioning of national, provincial and local government, structure and functioning of the Department, Legislature protocol processes, linkages with government clusters, Media, cross cultural knowledge, client relations • Knowledge of applicable legislations, norms and standards related to the built environment industry, including the Public Finance Management Act, Treasury instructions, Public Service Act, and Public Service Regulations Electronic and Communication Act, Functioning of national, provincial and local government, Structure and functioning of the Department, Legislature protocol processes, Linkages with government clusters, ICT Industry • Must have excellent skills in communication (both written and verbal), digital marketing with deep understanding of web culture, social media platforms and channels, knowledge management, people management, client orientation and customer focus, diversity management, risk management, corporate governance.

Duties: • The successful candidate will oversee the management of the Department image and provide communication and marketing activities • Oversee the provision of marketing and communications support to the DTPS and its stakeholders to build a share vision of the national ICT agenda • Develop and implement digital marketing, online communication and all new forms of digital marketing • Oversee the management of the Departmental Internal, External Communications and Information Communication Technology (ICT) functions within the Department • Oversee the development of strategies in support of the DEDECT, ICT sector and government programmes • Oversee the provision of marketing and communications support to the DTPS and its stakeholders to build a share vision of the national Communication and ICT agenda • Build communications networks with stakeholders in the ICT sector in order to improve the stakeholders' participation and involvement in DEDECT programmes • Ensure the implementation of the Corporate Governance of ICT framework and related in the Department.

Enquiries: Mr Moeketsi Senqhi, tel. (018) 388 5921

Director: Economic Empowerment

Salary: R1 057 236.00 per annum (Level 13). All-Inclusive Remuneration Package of 60% or 70% of the inclusive salary package must go into the basic salary.

• Ref: 04/DEDECT/2021-22/NW • Centre: Mahikeng

Requirements: • Appropriate undergraduate qualification (NQF level 7) in Degree in Entrepreneurship/Business Management/Business Economics/Social Science specialising in Community Development/International Relations • A minimum of 5 years' of experience at a Middle/Senior Management level with three 3 years' relevant experience in Enterprise Development Support or empowerment • Completed SMS pre-entry Certificate is compulsory • A valid driver's license.

Competencies: • A proven knowledge of and experience in organizing and coordinating start-up business development support services, public outreach programmes and campaigns, start up business policy advocacy programmes and stakeholder relations • Intimate knowledge of public enterprise development support priorities and legislative and policy frameworks and other prescripts applicable to Small Business Development • Applied knowledge of organisational and project management skills • Strong people skills, ability to lead and motivate teams and work in a consultative manner • Knowledge of Expanded Public Works Programme, integrated sustainable rural development and urban renewal programme • Knowledge and understanding of Economic transformation programmes • Understanding of the Transformation regulatory frameworks ie. Employment Equity Act, Black Economic Empowerment Act and its Codes of good practice, Skills Development Act, Skills Levies Act, Undertaking of skills audit All-inclusive Knowledge of policy development and business process management • Understanding of change, excellent analytical thinking and report writing skills • Must be prepared to travel and work long hours where necessary.

Duties: • Promote economic transformation and inclusive economy • Facilitate the participation of targeted groups in the mainstream economy • To develop lead and support the development of start-up enterprises • Develop and support economic transformation programmes targeting youth, women, people with disabilities and military veterans • Facilitate the development and ensure effective implementation of the localisation Strategy and priorities • Manage and facilitate the development of capacity for transformation within key economic sectors in the province • Conduct surveys, data analysis and implement intervention plans • Coordinate the reporting process for participants • Facilitate funding to promote and support economic transformation • Ensure coordination and facilitate participation of targeted groups (women, youth, people with disabilities and military veterans in the mainstream economy • Promote and monitor the implementation of transformation programmes • Facilitate the development of a database for vulnerable groups (i.e. youth, women, people living with disabilities and communities) within the economic sector • Create awareness on opportunities available within the economic sector for youth, people with disabilities and military veterans • Manage the Empowerment Fund.

Enquiries: Mr Kakona Tlhomelang, tel. (018) 388 6529

Deputy Director: Women Empowerment Interventions

Salary: R733 257.00 per annum (Level 11). All-Inclusive Remuneration Package.

• Ref: 05/DEDECT/2021-22/NW • Centre: Mahikeng

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

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

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

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

Deputy Director: Youth and People with Disabilities Empowerment

Salary: R733 257.00 per annum (Level 11). All-Inclusive Remuneration Package.

• Ref: 06/DEDECT/2021-22/NW • Centre: Mahikeng

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

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

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

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

Deputy Director: Consumer Affairs

Salary: R733 257.00 per annum (Level 11). All-Inclusive Salary Package.

• Ref: 07/DEDECT/2021-22/NW • Centre: Mahikeng

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

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

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

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

Deputy Director: Organisational Development

Salary: R733 257.00 per annum (Level 11). All-Inclusive Remuneration Package.

• Ref: 08/DEDECT/2021-22/NW • Center: Mahikeng

Requirements: • A Bachelor's degree or National Diploma in Human Resource Management or Management Services or Operations Management or equivalent relevant educational qualification • 3-5 years' experience in organisational development environment of which three (3) years' must be at Assistant director level • A valid driver's license.

Competencies: • Knowledge of organisational development, organisational design, Org Plus, Job Evaluation system, Procedure and methods specifically in the Public Service, Sound knowledge and understanding of Human Resource Management legislation in the Public Service • Problem solving and good communication skills • Writing and analytical skills • Computer literacy • Facilitation and presentation skills • Project Management skills.

Duties: • Conduct work-study investigation with regard to functional organizational structure • Create and implement programs at work that connect employees with departmental goals • Manage the development and review of Service Delivery Model • Manage the organizational structure design and review processes • Management of the business process mapping and improvement processes • Management and facilitation of Job Evaluation processes • Development and Management of the Job descriptions database • Manage the implementation of Grade Progression for OSD and Non-OSD employees • Development of the Organisational Development policies.

Enquiries: Mr Kealeboga Digoamaje, tel. (018) 388 5872

Control Biodiversity Officer: Grade B Biodiversity Permitting and Criminal Investigations Salary: R846 618.00 (OSD salary)

• Ref: 09/DEDECT/2021-22/NW • Centre: Mahikeng

Requirements: • Bachelor's Degree (NQF7)/National Diploma (NQF6) in Nature Conservation in Nature Conservation/Environmental Management Sciences/Natural Sciences • Additional National Diploma in Policing Science and/or EMI certificate will be an added advantage • At least three (3) years' experience in Biodiversity Regulatory at managerial level • A valid driver's license is compulsory.

Competencies: • Knowledge of sustainable use of natural resources and ecosystems, alien and invasive species, sites and threatened or protected species • Criminal Case Management competencies • Ability to testify and adduce evidence in court • Extensive knowledge of the Promotion of Administrative Justice Act and Criminal Procedure Act • Conversant with contents of legislative frameworks governing biodiversity management and conservation • Ability to use computers, verbal & written communication, report writing, work in and outdoors under pressure, and extensive driving.

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

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

Control Environment Officer Grade A Pollution and Waste Management

Salary: R495 219.00 per annum (OSD salary)

• Ref:10/DEDECT/2021-22/NW • Centre: Mahikeng

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

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



Department of Economic Development, Environment, Conservation and Tourism

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

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

Biodiversity Officer (Specialised Production): Management of Biodiversity Criminal Investigations

Salary: R402 045.00 per annum (OSD salary)

• Ref: 11/DEDECT/2021-22/NW • Centre: Mahikeng

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

Competencies: • Thorough understanding of Biodiversity issues • Knowledge of sustainable use of natural resources and ecosystems, alien and invasive species, cites and threatened or protected species • Ability to testify and adduce evidence in court • Extensive knowledge of the Promotion of Administrative Justice Act and Criminal Procedure Act • Conversant with contents of legislative frameworks governing Biodiversity management and conservation • Ability to use computers, verbal & written communication, report writing, work in and outdoors under pressure, and extensive driving.

Duties: • The successful candidate will be required to manage Biodiversity Investigation Officers throughout the North West Province • Management of nature conservation based investigations within the Province • Manage Biodiversity administration and Criminal enforcement of the North West Province • Management of Biodiversity crime scenes and maintaining chain of custody • Management of case dockets and handing over for public prosecution • Attend both Provincial as well as National Biodiversity Management meetings • Prepare monthly, quarterly and annual reports.

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

Environmental Officer Production Grade C: Pollution and Waste Management

Salary: R373 209.00 per annum (OSD salary)

• Ref: 12/DEDECT/2021-22/NW • Centre: Mahikeng

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

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

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

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

Assistant Director: Liquor Compliance and Enforcement

Salary: R376 596.00 per annum (Level 09)

• Ref: 13/DEDECT/2021-22/NW • Centre: Mahikeng

Requirements: • An appropriate three year National diploma (NQF6)/Bachelors Degree (NQF7) in Public Administration/Business Management/Entrepreneurship • Minimum of (3) years' experience in the compliance regulatory environment, of which (2) years' must be at supervisory level and experience in liquor related field will be an added advantage • The candidate must be willing to pursue studies in legal fraternity • A valid driver's license.

Competencies: • Highly motivated individual who has the ability to work independently • Good verbal and written communication skills • Computer literacy. Understanding of Government policies • Ability to work in a team and under pressure • Extensive knowledge of liquor legislation in particular National and Provincial liquor Act • Organisation skills, planning and management skills • Ability to act with integrity • Excellent interpersonal and customer relations • Must be conversant with government prescripts i.e PFMA and Code of Conduct for Public Service.

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

Enquiries: Ms Sylvia Mokonyane: (018) 388 5864

Assistant Director: Education and Advisory Services

Salary: R376 596.00 per annum (Level 09)

• Ref: 14/DEDECT/2021-22/NW • Centre: Mahikeng

Requirements: • Bachelor's degree in Education (NQF 7) (Specialisation in consumer science will be an added advantage) • Minimum 3 years' of experience in education and advisory services • A valid driver's license.

Competencies: • Good verbal and written communication and marketing skills • Presentation skills • Computer literacy and research skills • Understanding of Government policies • Good interpersonal and customer relations skills • Ability to work in a team and under pressure • Report writing skills • Broad knowledge of the Consumer protection legislation in particular Consumer Protection Act and National Credit Act.

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

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

Assistant Director: Consumer Court (Clerk of the Court)

Salary: R376 596.00 per annum (Level 09)

• Ref: 15/DEDECT/2021-22/NW • Centre: Mahikeng

Requirements: • Bachelor of laws-LLB degree • Minimum three (03) years' experience in regulatory environment • Experience of consumer-related issues will be an added advantage • A valid driver's license.

Competencies: • Ability to interpret and apply policies and guidelines, preferably in consumer legislative framework • Highly motivated individual who has the ability to work independently • Good verbal and written communication skills • Computer literacy and research skills • Understanding of government policies • Good interpersonal and customer skills • Ability to work in a team and under pressure • Extensive knowledge of the Consumer protection legislation, in particular Consumer Protection Act • Organisational, planning and management skills.

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

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

Consumer Investigator: Consumer Protection

Salary: R316 791.00 per annum (Level 08)

• Ref: 16/DEDECT/2021-22/NW • Centre: Vryburg

Requirements: • National Diploma in Law (NQF 6)/Bcom Law/Bachelor of Laws (LLB) NQF 7 • Minimum three year experience in regulatory environment • Two (02) years' of experience of consumer-related issues will be an added advantage • A valid driver's license.

Competencies: • Ability to interpret and apply policies and guidelines, preferably in consumer legislative framework • Highly motivated individual who has the ability to work independently • Good verbal and written communication skills • Computer literacy and research skills • Understanding of government policies • Good interpersonal and customer skills • Ability to work in a team and under pressure • Extensive knowledge of the Consumer protection legislation, in particular Consumer Protection Act • Organisational, planning and management skills.

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

Enquiries: Mr William Mpempe, tel. (053) 928 0382

Senior Personnel Practitioner: HRD

Salary: R316 791 per annum (Level 08)

• Ref: 17 /DEDECT/2021-22/NW • Centre: Mafikeng

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

Competencies: • Computer Skills (MS Word, Excel and Power Point) • Proven skills in respect of data Analysis and Reporting Writing, Good Communications Skills (verbal and writing), Presentation Skills, training Coordination, budgeting and financial management skills • Ability to interpret directives and to work under pressure • Ability to work with a team and independently and maintain confidentiality • Sound knowledge of Skills Development and Public Service Legislations and Frameworks.

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

Enquiry: Mr Kelaegile Mojela, tel. (018) 388 5905 or Ms Gaongalewe Nkukane, tel. (018) 388 3398

Supply Chain Practitioner

Salary: R257 508.00 per annum (Level 07)

• Ref: 18/DEDECT 2021-22/NW • Centre: Mahikeng

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

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

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

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

Personal Assistant x2 to the Head of Department and Chief Director

Salary: R257 508.00 per annum (Level 07)

• Ref: 19/DEDECT/2021-22/NW (HOD)

• 20/DEDECT/2021-22/NW (CHIEF DIRECTOR)

• Centre: Mahikeng

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

Competencies: • Effective Telephone etiquette • Good customer approach and understanding cultural diversity • Ability to prioritize workloads • Excellent written and verbal communication skills across all levels • Ability to work independently • Ability to establish and maintain effective working relationship with individuals from diverse backgrounds • High ethical standards • Ability to confidentially interact with stakeholders at all levels within and outside the Department • Ability to do evaluate and analyze documents and situations • Knowledge on the relevant legislation/policies/prescriptions and procedures • Basic knowledge on financial administration • Proactive, trustworthy and high output-driven individual.

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

Enquiries: Mr. Kakona Tlhomelang for post at Chief Director, tel. (018) 388 5826

Mr Matabane Seretse for post at HOD support, tel. (018) 388 5809

Secretary to the Director: x3

Salary: R173 703.00 per annum (Level 05)

• Ref: 21/DEDECT/2021-22/NW • Centre: Mahikeng

Requirements: • Grade 12 with typing as a subject or any other training course • 18 months of experience as a typist/ secretary • National diploma (NQF 6) in Management Assistant/Management Administration/Office Management will be an added advantage • Computer literacy.

Competencies: • Good telephone etiquette • Proven ability to prioritize tasks • Excellent written and verbal communication skills across • Ability to work independently • Ability to confidentially interact with clients • Computer literacy.

Duties: • Rendering Administrative and Secretarial support services to the Director • Scheduling appointments and ensuring efficiency of the office of the Director • Manage the document flow and filing • Provide secretarial services for the Directorate meetings • Facilitating logistical arrangements for monthly/quarterly meetings • Receiving and dispatching mail addressed to the Director for their perusal and action • Manage filing and review correspondence on a daily basis.

Enquiries: Mr Kealeboga Digoamaje, tel. (018) 388 5872

Cleaner x4

Salary: R102 534.00 per annum (Level 2)

• Ref: 22/DEDECT/2021-22/NW

• Ref: 23/DEDECT/2021-22/NW (BRITS)

• Center: Mahikeng x3 and Brits x1

Requirements: • An ABET Level 4 or Grade 9 Certificate.

Competencies: • Ability to differentiate and use cleaning chemicals • Ability to operate and handle cleaning equipment • Ability to keep the office environment hygienic • Fair knowledge of Batho-Pele Principles • Flexibility.

Duties: • Provision of cleaning services • Keep and maintain cleaning materials and equipment.

Enquiries: Mr Simon Bogatsu, tel. (018) 388 5825

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

Notes: Applications must be submitted on a newly prescribed Z83 Form, obtainable from any Public Service Department, which must be signed and dated (an unsigned and not dated Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver's license (where applicable), including the details of at least three contactable referees (should be people who recently worked with the applicant). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, and late applications will be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools.

Applications: Complete application forms and supporting documents, quoting the relevant reference number, should be forwarded as follows: **Applications for salary levels 11-15 should be emailed to: ApplicationsDEDECT11-15@nwpg.gov.za, salary levels 8-10 be forwarded to: ApplicationsDEDECT8-10@nwpg.gov.za and salary levels 1-7 be forwarded to: ApplicationsDEDECT1-7@nwpg.gov.za or posted to The Human Resources Management Directorate, Department of Economic Development, Conservation, Tourism and Environment Private Bag X15, Mmabatho 2735.**

Closing Date: 10 September 2021