

PROVINCIAL ADMINISTRATION: NORTH WEST

DEPARTMENT OF FINANCE, ECONOMY AND ENTERPRISE DEVELOPMENT (EED)

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativeness (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativeness will receive preference. An indication in this regard will expedite the processing of applications.



- APPLICATIONS** : Please forward your application to Department of Finance, Economy and Enterprise Development, Private Bag X15, Mmabatho 2735 or alternatively hand deliver to NWDC Building, Cnr. University Drive & Provident Street, Mmabatho. No faxed or e-mailed applications will be considered.
- FOR ATTENTION** : The Director: Human Resource Management
- CLOSING DATE** : 24 June 2016 Applications received after closing date will not be considered.
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge and experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Please note that all certified documents should bear a date not older than 12 months. Failure to comply with the above instructions will result in applications being disqualified. If an applicant wishes to withdraw an application it must be done in writing. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to a process of Personnel Suitability Checks (criminal record, citizenship, financial/asset record checks, qualification and employment verification. Potential candidates, declared in excess must indicate their excess status on Z83. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description please contact the person indicated in the post details. We thank all applicants for their interest. The Department reserves the right not to make appointments.

OTHER POSTS

- POST 23/144** : **PERSONAL ASSISTANTS: CHIEF DIRECTORS 3 POSTS REF NO: 16/EED/2016/NW**
- SALARY** : R211 194 per annum, Level 07
- CENTRE** : Mahikeng
- REQUIREMENTS** : Secretarial Diploma or equivalent qualification. International obtained qualifications must have been verified by SAQA. 2 years experience in rendering support services to Senior Management. Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation. Self-management and motivation. Knowledge of relevant legislation/policies/prescripts and procedures. Basic knowledge of financial administration.
- DUTIES** : Provide secretarial/receptionist support services to the Senior Manager. Render administrative support services to the Senior Manager. Provide support to Manager regarding meetings. Support the Senior Manager with the Administration of The Manager's budget. Study the relevant Public Service and department prescripts/policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Ms. Lopang Modise: 018 38777-907
- POST 23/145** : **SECRETARY TO THE DIRECTOR 2 POSTS REF NO: 17/EED/2016/NW**
- SALARY** : R142 461 per annum, Level 05
- CENTRE** : Mahikeng
- REQUIREMENTS** : An applicant must be in possession of National Senior Certificate (Grade 12). Completed course in office management / computer studies will be an added

advantage. Competencies: Good telephone etiquette. Computer literacy. Sound organizational skills. Language skills and the ability to communicate with people at different levels and backgrounds.

DUTIES : Provide secretarial/ receptionist support service to the manager. Type documents for the manager, and maintain the manger's diary. Provide clerical support to the manager. Set up and maintains paper and electronic of filing system for office documentation and records. Make arrangements for schedule meetings, appointments and travel arrangements for committees and managers office. Keep abreast with prescripts/policies and procedures applicable to his/her work terrain to ensure effective and efficient support to the manager.

ENQUIRIES : Ms. Lopang Modise 018 3877-907

POST 23/146 : **CLEANER REF NO: 18/EED/2016/NW**

SALARY : R84 096 per annum, Level 02

CENTRE : Brits

REQUIREMENTS : Applicants must be in possession of an ABET certificate level 04. Competencies: Ability to differentiate use and cleaning chemicals. Ability to operate and handle cleaning equipment. Ability to keep the office environment hygienic. Flexibility.

DUTIES : Provision of cleaning services. Keep and maintain materials and equipment.

ENQUIRIES : Ms. Dipuo Mathibe 012 2528-960