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**DIRECTORATE: HUMAN RESOURCE MANAGEMENT**

TO: ALL NORTH WEST PROVINCIAL GOVERNMENT EMPLOYEES

**VACANCY CIRCULAR NUMBER 2 OF 2014/2015 FINANCIAL YEAR**

The contents of this circular should be brought to the attention of all the employees as indicated above.

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.

**APPLICATIONS:** **The Director: Human Resource Management and Development, Department of Tourism, Private Bag X2145, Mmabatho, 2735 or hand delivered at the Telkom Building, 3366 Besemmer Street, Industrial Site, Mahikeng (behind the Crossing Shopping Complex), for attention: Mrs Keolebogile Rasebitse or Mr Donald Morwane.**

**NOTES:** (a) Applications must be accompanied by a dated and signed Z83, recently updated comprehensive Curriculum Vitae, originally certified copies of all qualification(s), transcripts, Identity Document and drivers’ license, as well as the names of three referees. Failure to submit the requested documents will result in the application not being considered.

1. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA).
2. Candidates must indicate the number of the post and/or reference number in their applications.
3. Candidates requiring additional information regarding an advertised post must direct their enquiries to the person indicated below the advertisement.
4. 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. Faxed and emailed applications are not accepted.
5. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.
6. The Department reserves the right not to make appointments and
7. Correspondence will be limited to shortlisted candidates only. Applicants are therefore respectfully informed that if no notification on appointment is received within four (4) months of the closing date, they must accept that their application was unsuccessful.
8. Previous employment records will be verified. All appointments are subjected to a positive qualification verifications as well as security clearance and vetting.

**CLOSING DATE:** **05 DECEMBER 2014**

**POST : Cleaner X 5**

**CENTRE : MAHIKENG**

**SALARY NOTCH : R73 044.00 p.a (SL 02)**

**REFERENCE NO. : Post no. 1/11/14**

**JOB PURPOSE** **:** To clean and maintain general areas such as reception, offices, kitchens, passages, hallways, boardrooms and maintain specialized areas.

**REQUIREMENTS :** Grade 10/ equivalent ABET Certificate. One (1) year cleaning experience. **Job**
  **Knowledge:** Knowledge of cleaning principles, procedure and techniques.
 Operation of elementary cleaning machines, equipments and products.Communication and Interpersonal Skills. Health and Safety requirements.

**DUTIES :** Prepare for all cleaning tasks. Prepare refreshments for meetings. Perform end of task duties after cleaning. Clean ablution facilities such as toilets, urinals and basins in accordance with the surface types, cleaning specifications worksite. Advice on maintenance of cleaning materials and equipments.

 **Enquiries : Mrs Keolebogile Rasebitse, tel. 018 388 4782/ 4780.**

**POST : Supply Chain Management Clerk X 2**

**CENTRE : MAHIKENG**

**SALARY NOTCH : R123 738.00 p.a (SL 05)**

**REFERENCE NO. : Post no. 2/11/14**

**JOB PURPOSE :** Effective management, record keeping, safeguarding and investigation of assets
 in terms of the PFMA, Asset Management Guidelines and other related
 legislatives.

**REQUIREMENTS :** Senior Certificate with relevant two (2) years experience and/ or a tertiary
 qualification in Commerce/ Financial Management/ Public Administration
 with relevant one (1) year experience. **Job Knowledge:** Knowledge of Walker,
 BAS system, Supply Chain Management processes and procedures, PFMA,
 Treasury Regulations and Asset Management Framework. Good verbal and
 written communication, interpersonal skills. Computer Literacy. Ability to work
 under pressure.

**DUTIES :** Receive and verify purchased assets on Walker System. Verification of
 receipts, deliveries, bar- coding, distribution and recording of new assets.
 Conduct annual asset verification/ count and quarterly spot checks.
 Storage of qualifying disposal assets (all redundant, obsolete and
 unserviceable).

**Enquiries : Ms Rebecca Mmekwa, tel. 018 388 1090**

**POST : State Accountant X 1**

**CENTRE : MAHIKENG**

**SALARY NOTCH : R 183 438. 00 p.a (SL 07)**

**REFERENCE NO. : Post no. 3/11/14**

**JOB PURPOSE :** Upload budget on the accounting system and management thereof.

**REQUIREMENTS :** National Diploma/ Degree in Economics or Accounting. Minimum of two (2)
 years relevant practical experience in budget management. Computer literacy in
 respect of Accounting Systems. **Job Knowledge:** Knowledge and application of
 Electronic Accounting Systems. Knowledge of PFMA, DORA, Treasury
 Regulations and other related legislations. Analytical and numerical skills.
 Interpersonal and problem solving skills. Written and verbal communication skills.
 Ability to work under pressure and meet tight deadlines.

**DUTIES :** Provide support in the compilation of the Departmental budget. Processing/
 capturing of funds shifts, virements, adjustment budget and roll over on the
 accounting system. Monitoring budget at programme level. Provide support in the
 compilation of monthly expenditure and revenue reports. Provide support in
 compilation of monthly cash flow projections.

**Enquiries : Mr Levy Modisakgosi, tel. 018 388 3279**

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