

Administrative Support and Coordination (MEC Office)

Salary: R744 255 per annum (SL11)

• REF NO: H/O 21/2022 • Center: Head Office – Mahikeng

Requirements: • *Qualifications and experience:* • National Senior Certificate plus an appropriate Degree or equivalent qualification at NQF level 7 in Administration/Public Management • 3-5 years' experience at management level • A valid driver's license.

Knowledge: • Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio • Proven management competencies • Working knowledge of the political and parliamentary processes in South Africa • Knowledge of Public Service Regulations.

Skills: • Computer Literacy • Problem Solving • Analytical skills • Good communication skills (written & verbal) • Interpersonal skills • Presentation • Report writing skills • Conflict resolution skills • Good planning and organising skills • Ability to work under pressure • Willingness to work extra hours.

Duties: • Manage the administrative and coordination activities within the office of the executive authority • Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority • Compile correspondence, submissions and cabinet memoranda as required • Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority • Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of executive council • Liaise with senior managers in the institutions within the executive authority's portfolio • Render a executive council support service to the executive authority • Manage the distribution of memoranda to executive council members • Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees • Supervise employees.

Enquiries: Ms. Modiegi Komane, tel. (018) 388 4589

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department, www.gov.za. The application must be accompanied by a recent updated and 'comprehensive curriculum vitae with competencies and experience, including three (3) names of contactable referees; Copies of all required qualification(s), including Grade 12 Certificate or equivalent; and all applicants with tertiary qualification(s) must be accompanied by copies of academic record/transcript(s); attached ID copy. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from South African Qualifications Authority (SAQA).

Applicant's previous information as background checks will be verified through referees. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Failure to submit the requested documents, faxed, e-mailed applications will not be accepted or considered. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, qualifications verification and vetting.

Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. The Department reserves the right not to make appointment. Applicants must indicate the Post, the Center and the Reference number on the Z83 Form application. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated.

NB: Communication and Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.

All Applications must be addressed to: **Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735 or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, 2735. For Attention: HR Recruitment - Mr. M.E Khauoe.**

Closing Date: 16 September 2022

(Posted Applications must have reached the Department by 15h30 pm, otherwise they will not be considered).



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Department: Public Works and Roads
North West Provincial Government
REPUBLIC OF SOUTH AFRICA