



tourism

Department:
Tourism
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: HRM

TO: ALL NORTH WEST PROVINCIAL GOVERNMENT EMPLOYEES

VACANCY CIRCULAR NUMBER 2 OF 2015/2016 FINANCIAL YEAR

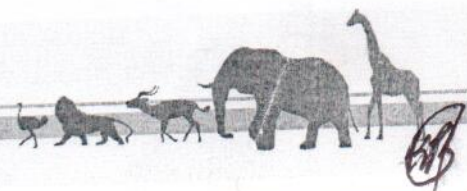
The contents of this circular should be brought to the attention of all the employees as indicated above.

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through 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 must be submitted for attention of Director: Human Resource Management and Development, Department of Tourism, Private Bag X2099, Mmabatho, 2735 or hand deliver at Garona Building, Human Resources Registry, West Wing, 2nd Floor, Mmabatho, 2735.

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.
- (b) 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).
- (c) Candidates must indicate the number of the post and/or reference number in their applications.
- (d) Candidates requiring additional information regarding an advertised post must direct their enquiries to the person indicated below the advertisement.
- (e) 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.

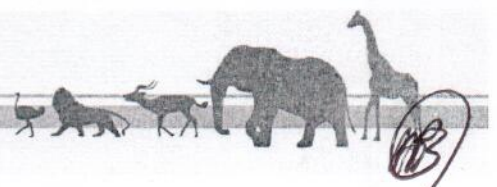


- (f) It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.
- (g) The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Applicants are therefore respectfully 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.
- (h) Previous employment records will be verified. All appointments are subjected to a positive qualification verifications as well as security clearance and vetting.
- (i) This advertisement is an internal advertisement exclusively directed to the above-mentioned employees currently serving in North West Provincial Government.

CLOSING DATE: 04/12/2015



**MR. TK PHATUDI
DIRECTOR
HUMAN RESOURCE MANAGEMENT**



Personal Assistant: (x6) (SL 07)

Chief Directorate: Tourism Planning

Chief Directorate: Tourism Growth, Development & Transformation

Directorate: Tourism Growth, Development & Transformation

Directorate: Tourist Guiding & Regulatory Services

Directorate: Research & Policy Development

Directorate: Tourism Sector Transformation and Education

Mahikeng (Head Office)

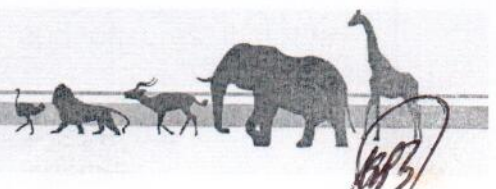
Salary: R196 278 per annum

Ref: No.1 15/16

Requirements: Secretarial Diploma or equivalent qualifications. 3-5 Years experience in rendering support service to a senior management. Ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational 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 on the relevant legislation/policies/prescripts and procedures. Basic knowledge of financial administration.

Duties: Provide secretarial/receptionist support service to management. Render administrative support services. Provide support to the manager regarding meetings. Support the manager with administration of budget. Study relevant Public Service and departmental prescripts/policies and other documents and ensures that the application thereof is understood properly.

Enquiries: Mr. Thapelo Phatudi: (018) 388 4835



Directorate: Financial Administration
Finance Clerk: Financial Administration (SL 05)
Mahikeng (Head Office)

Salary: R132 399 per annum

Ref: No. 2 15/16

Requirements: Grade 12 or equivalent. No experience required.

Duties: Render Financial Accounting transactions. Perform salary support services. Perform bookkeeping support services. Render budget support services.

Enquiries: Ms. Grace Thipe: (018) 388 3537

Directorate: Human Resource Management
Human Resource Development Practitioner: (SL 08)

Mahikeng

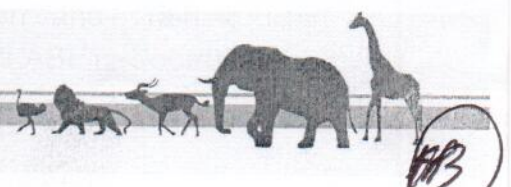
Salary: R243 747 per annum

Ref: No. 3 15/16

Requirements: National Diploma/Degree in HRM and Training/HRD. 3-5 Years experience. Computer literacy. Training in Safety Practices. In-depth knowledge of disciplinary and environmental health.

Duties: Provide Administration Support in development and review of the departmental Workplace Skill Plan/Annual Training Report and Training Plan. Coordinate the implementation of Internship, Learnership and ABET. Coordinate the departmental Induction and compulsory Induction programme.

Enquiries: Ms. Kelebogile Mokgosi: (018) 388 3675



Senior Personnel Practitioner: (SL 08)

Mahikeng

Salary: R243 747 per annum

Ref: No. 4 15/16

Requirements: 3 year Diploma/Degree in Human Resource Management/Public Administration. 3 – 4 years relevant experience of which 1 year should be at supervisory level. PERSAL Certificates (Leave, Personnel, Establishment).

Duties: Administer leave including incapacity leave. Administer Pension and service benefits. Personnel Administration (Appointment). Administer Recruitment and Selection. Administer PERSAL Establishment and HR information system. Update and maintain employee information on the PERSAL system as well as employee files. Assist supervisees with PERSAL transactions. Participate in induction programmes and workshop staff on Human Resource Administration policies. Supervise staff in Human Resource Administration.

Enquiries: Mr. Donald Morwane: (018) 388 4780

Personnel Practitioner: (SL 07)

Mahikeng

Salary: R196 278 per annum

Ref: No. 5 15/16

Requirements: 3 year Diploma/Degree in Human Resource Management/Public Administration. 2 – 3 years relevant experience. PERSAL Certificates (Leave, Personnel, Establishment).

Duties: Administer leave of absence. Administer Pension and service benefits. Personnel Administration (Appointment). Administer Recruitment and Selection. Administer PERSAL Establishment.

Enquiries: Mr. Donald Morwane: (018) 388 4780

