

CLEANER (x5 Posts)

Salary: R138 486.00 per annum (Level 02)

Centre: Strategic Management Directorate (Head Office) x1 Ref No: 2025/ACSR32/NW, Libraries and Archives Directorate (Head Office) x1 Ref No: 2025/ACSR33/NW, Mmabatho Stadium, Ngaka Modiri Molema x2 Ref No: 2025/ACSR34/NW, Klein Marico Recreational Centre x1 Ref No: 2025/ACSR35/NW

Requirements: • Abet qualification with two (2) year experience in a cleaning services environment • Ability to operate cleaning equipment's as well as cleaning methods and procedures • Good organising and interpersonal relationship • Basic literacy (ability to read and write and basic numeracy (ability to count)) • Reliable, hardworking, trustworthy and able to work as team.

Duties: • Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirt baskets, dust offices, replenish accessories, washing the towels, preparing boardrooms for meetings • Monitor cleaning materials and report stock levels • Utilise cleaning equipment and ensure their safe guarding • Keep the surroundings clean and tidy • Ensure that toilets are always clean • Prepare tea for the managers' guests • Comply with Occupational Health and Safety standards.

Enquiries: Strategic Management Directorate (Head Office): Mr. M. Mosimane, tel. (018) 388 2851
Libraries and Archives Directorate (Head Office): Ms Tinyiko Sempe, tel.(018) 388 3965/6
Mmabatho Stadium, Ngaka Modiri Molema: Mr N Mohapi, tel. (018) 392 4295
Klein Marico Recreational Centre: Mr K Motladiile, tel. (018) 388 2784

GROUNDSMAN (x1 Post)

Salary: R138 486.00 per annum (Level 02)

• Ref No: 2025/ACSR36/NW • Centre: Bojanala District Library

Requirements: • An ABET literacy qualification • General working experience • Good listening skills • Good interpersonal relations • The ability to read and write • The ability to work under pressure.

Duties: • Maintain and clean garden and surrounding areas • Clean equipment and storeroom • Maintain gardening tools and equipment • Undertake general maintenance, e.g. plumbing and unblocking drains • Plant and maintain trees and flowers • Assist in lifting tables and chairs around the centre • Re-arrange the boardroom when necessary • Assist with loading and unloading of books and other items.

Enquiries: Ms. Ronell Van Vollenhoven, tel. (014) 538 0149

DRIVER/MESSENGER (x1 Post)

Salary: R193 359.00 per annum (Level 04)

• Ref No: 2025/ACSR37/NW • Centre: Rustenburg Cultural Centre

Requirements: • Grade 10 qualification with minimum of one (1) year experience as a Driver/Messenger • Good communication skills • A valid driver's license • Administrative skills • Ability to handle confidential matters, PDP (added advantage) • Willing to work after hours and during weekends.

Duties: • Drive light and medium vehicle to transport passengers and items (mail and documents) • Conduct routine maintenance on the allocated vehicle and report defects • Complete all the prescribed records and logbooks with regards to the and goods • Render messenger services in the district • Collect and deliver documentation and related items in the Department • Copy, package documents to be scanned, bind and fax documents • Delivery of mail within the district and other districts • Keep records of delivered documents, to ensure that there is proper tracking of documents • Perform other duties assigned by supervisor.

Enquiries: Ms K.K Thema, tel. (067) 634 9579

SECRETARY: SUPPLY CHAIN MANAGEMENT

Salary: R228 321.00 per annum (Level 05)

• Ref No: 2025/ACSR38/NW • Centre: Head Office, Mmabatho

Requirements: • Grade 12 or equivalent qualification • Secretarial qualification or equivalent • Language skills and the ability to communicate well with people at different levels and from different backgrounds • Good telephone etiquette • Computer literacy.

Skills: • Sound organisational skills • Good people skills • High level of reliability • Basic written communication skills • Ability to act with tact and discretion • Good grooming and presentation skills.

Duties: • Provide and maintain access and security of information and document • Manage incoming and outgoing information of the office • Render administrative and secretarial support to the manager when required • Administer an on-line and physical diary of the manager, manage information and data on behalf of the manager • Plan and schedule day to day tasks of the manager • Manage telephone calls and convey messages • Organize meetings/workshops/conferences and functions • Draft coherent submissions, executive reports, memoranda and letters • Type and edit correspondence • Prepare reports and minutes of meetings • Manage appointments and other logistical arrangements related to the activities of the manager including travel arrangements e.g. passports and visas, accommodation, flight tickets, subsistence and travel claims, money exchange and other tasks • Accompany/attend meetings with the manager and compile minutes and reports • Perform administrative duties pertaining to office affairs • Support the manager's budget • Provide a professional reception service to internal and external guests and clients • Perform any other duties as will be required by the office.

Enquiries: Mr T. Tsikwe, tel. (018) 388 2676/2471

SENIOR PROVISIONING ADMINISTRATION OFFICER: ACQUISITION MANAGEMENT

Salary: R397 116.00 per annum (Level 08)

• Ref No: 2025/ACSR39/NW • Centre: Head Office, Mmabatho

Requirements: • Appropriate 3 year National Diploma (NQF level 6)/Bachelor's Degree (NQF level 7) in Accounting/ Financial Management/Supply Chain Management or equivalent tertiary qualification in a recognized accounting field • A minimum of three (3) years' experience in a role relating to Acquisition Management • A minimum of one (1) year experience in supervisory level • Knowledge of the PFMA, Supply Chain Management prescripts, Treasury Regulations, CIDB Regulations, Competition Act and other relevant legislation • Knowledge of Basic Accounting System (BAS), and Walker System will serve as an added advantage • Computer literacy with sound knowledge of the MS Office suite, preferably Excel • Demonstrate leadership and interpersonal relationship • Good client service orientation skills • Ability to monitor and check information as well as set up and maintain information system • Willingness to work cooperatively with others as a team and good communication skills • A valid drivers' license.

Duties: • To co-ordinate, review, undertake and implement the supply chain acquisition management framework and policies through the execution of the bidding process according to prescribed methodologies • Supervise, manage and monitor all transaction on bid and quotation administration • Ensure that bids are advertised and closed in time • Ensure manual and electronic tender registers and publish bids received on relevant tender portals • Attending and supporting site briefing meetings • Co-ordinate the evaluation of the administrative responsiveness criteria of bids and quotes • Perform secretariat function on Bid Committees and provide advisory services • Ensure evaluation reports comply with relevant and applicable prescripts • Manage and ensure communicate extension of validity period of bids • Liaise with Contract and Legal Administration on bids awarded • Supervise staff in line with the Human Resources Management guidelines.

Enquiries: Mr T. Tsikwe, tel. (018) 388 2676

CULTURAL OFFICER

R325 101.00 per annum (Level 07)

• Ref No: 2025/ACSR40/NW • Centre: Ratlou Service Point

Requirements: • Appropriate 3-year National Diploma (NQF level 6)/Bachelor's Degree (NQF level 7) in Arts Administration/Project Management/Public Administration. • One (1) year relevant experience in the field of Arts and Culture • Computer literacy • A valid driver's license • Knowledge of applicable policies and procedures at provincial and national level • Knowledge of arts and culture and Public Service delivery strategies • Indigenous knowledge.

Duties: • Identify, develop and promote artist and crafters as well as implement projects related to performing and visual arts and craft • Create awareness programmes for crafts, performing and visual arts and crafts • Render administrative functions in relation to programmes that are implemented • Implement and promote arts, culture and heritage programmes • Administer language programmes in the service point area • Develop and update database.

Enquiries: Ms T. Naphakade, tel. (018) 381 1414

STATE ACCOUNTANT

Salary: R325 101.00 per annum (Level 07)

• Ref No: 2025/ACSR41/NW • Centre: Head Office, Mmabatho

Requirements: • Appropriate 3 year National Diploma (NQF level 6)/Bachelor's Degree (NQF level 7) in Cost and Management Accounting/Auditing/Public Finance/Financial Management/Accounting • One (1) year experience in a Financial Management environment • Knowledge of accounting and Basic Accounting System (BAS), Public Finance Management Act, Treasury Regulations • Basic Accounting System (BAS) and Walker skills • Advanced computer literacy • A valid drivers licence.

Duties: • Ensure compliance to Pre-audit and post audit of payment vouchers • Ensure proper document control • Follow up on payment queries • Ensure reconciliation of payments • Ensure that payments are made timely • Ensure authentication of processed payments • Prepare 30 days payment report and fruitless and wasteful expenditure report • Supervise staff in line with the Human Resources Management guidelines.

Enquiries: Ms. K. Marumo, tel. (018) 388 2684

SENIOR WORK: STUDY OFFICER

Salary: R397 116.00 per annum (Level 08)

• Ref No: 2025/ACSR42/NW • Centre: Head Office, Mmabatho

Requirements: • Appropriate 3 year National Diploma (NQF level 6)/Bachelor's Degree (NQF level 7) in Management Services/Operations Management/Industrial Psychology or any relevant qualification • A minimum of 1-2 years relevant experience.

Knowledge: • Understanding of the organisational development principles and procedures • Knowledge of administrative procedures, Job evaluation process and basic change management principles • Knowledge of mandates/prescripts attached to Work Study • Knowledge of Org-Plus and Evaluate System • Understanding of Batho Pele values • Knowledge of Employment Equity and Human Resource Planning • Good interpersonal relations skills • Good communications skills • Basic Project Management skills • Ability to work under pressure.

Duties: • Provide Organizational Design and Development Process • Provide support in change management interventions in line with OD investigations • Conduct job evaluation • Render support on the migration, matching and placing of staff as a result of structure and job evaluation change • Conduct business process re-engineering investigations • Co-ordinate the development and review of job descriptions • Co-ordinate the Development of Human Resource Planning • Render general support services to the component.

Enquiries: Mr T Makgolo, tel. (018) 388 2731

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativity (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.

Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.gov.za. Applicants must indicate the Post, Reference Number and workstation on the Z83 Form application.

The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted).

DPSA Circular 19 of 2022 on Part E, F and G: Noting that there is limited space provided on Z83, often indicate "refer to Curriculum Vitae as attached" and provides the required information but the statement that relate to prevent re-appointment Part E must be answered.

Failure to provide information on CV as requested the applicant may be disqualified. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department.

Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified.

Candidates will be subject to security screening and vetting. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties.

The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment.

NOTE: *Candidates who previously applied for re-advertised posts are encouraged to re-apply.

*Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

All applications must be addressed to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag X90, Mmabatho, 2735 or Hand delivered to Human Capital Management, Ground Floor, Gaabomotho Building, 760 Dr James Moroka Drive, Mmabatho, 2735 or email to ACSRJOBS@nwpg.gov.za.

When you submit by email, please put the reference number and post job title in the subject line. For Attention: Director: Human Capital Management.

Closing date: 20 June 2025

