

## Director: Legal Services

**Salary scale: R771 306 per annum (all-inclusive package) (Ref. 62/DEDECT/2013/NW)**  
**• Mahikeng**

**Requirements:** • An LLB degree or any related legal qualification  
 • At least 8 years' appropriate post-qualification legal experience in civil litigation, legislative drafting, drafting of legal opinions and contracts • Experience in the briefing of counsel on civil matters • Experience in the drafting of legal documents • A valid driver's licence.

**Competencies:** • Knowledge of the PFMA and other acts applicable to the Department, such as the Liquor Act, the Consumer Act, the Tourism Act and various acts related to the environment, such as the National Environmental Management Act • Computer literacy • Supervisory and leadership skills • Written and verbal communication skills.

**Duties:** • Provide legal advice to the Executing Authority and line managers on a variety of issues • Draft contracts and service level agreements entered into by and with the Department • Provide legal opinions on matters affecting the Department • Liaise with Chief State Law Advisers, State Attorney's Office and other legal firms regarding litigation matters.

**Enquiries:** M Senqhi, tel. (018) 387-7928

## Legal Administration Officer

**Salary scale: R249 996 per annum (GR5) (Ref. 63/DEDECT/2013/NW) • Mahikeng**

**Requirements:** • An LLB degree or any related legal qualification  
 • At least 3-5 years' appropriate post-qualification legal experience in civil litigation, legislative drafting, drafting of legal opinions and contract • Experience in briefing of counsel in civil matters • Experience in drafting of legal documents • A valid driver's licence.

**Competencies:** • Knowledge of the PFMA, and other Acts applicable to the Department, such as the Liquor Act, the Consumer Act, the Tourism Act and the various Acts falling under Environment, such as the National Environmental Management Act • Computer literacy, supervisory and leadership skills • Written and verbal communication skills.

**Duties:** • Provide legal advice to the Executing Authority and line managers on a variety of issues • Draft contracts and service level agreements entered into by and with the Department • Provide legal opinions on matters affecting the Department • Liaise with the Chief State Law Advisers, State Attorney's office and other legal firms regarding litigation matters.

**Enquiries:** M Senqhi, tel. (018) 387-7928

## Deputy Director: SMME Skills Development

**Salary: R495 603 per annum (all-inclusive package) (Level 11) (Ref. 64/DEDECT/2013/NW) • Mahikeng**

**Requirements:** • A recognised 3-year National Diploma/Bachelor's degree in Public Administration/Public Management/Developmental Studies • 3 years' relevant and practical work experience • A valid driver's licence.

**Competencies:** • Thorough knowledge of Public Service prescripts, Government planning process and Government gender and transformation programmes • Analytical thinking • Computer literacy • Communication skills • Proficiency in conflict resolution • Leadership skills • Problem-solving skills • Project management skills • Supervisory skills.

**Duties:** • Formulate, review and ensure effective implementation of the SMME Strategy and other related programmes • Identify SMME training needs across the North West Province • Organise and facilitate training and awareness workshops on SMME developmental opportunities • Manage human and other resources • Compile monthly and quarterly reports • Facilitate access to market for SMMEs and cooperatives.

**Enquiries:** O Sithole, tel. (018) 387-7775

## Deputy Director: Regional and Local Economic Development

**Salary: R495 603 per annum (all-inclusive package) (Level 11) (Ref. 65/DEDECT/2013/NW) • Mahikeng**

**Requirements:** • A recognised Bachelor's degree/National Diploma in Economics/Social Developmental Studies • 3 years' relevant and practical work experience • A valid driver's licence.

**Competencies:** • Thorough knowledge of the Public Service prescripts, the Government planning process and economic development prescripts, policies, programmes and projects • Analytical thinking • Computer literacy • Communication skills • Proficiency in conflict resolution • Leadership skills • Problem-solving skills • Project management skills • Supervisory skills.

**Duties:** • Participate in stakeholder engagement sessions to discuss LED issues in the municipalities • Provide capacity building interventions to municipalities • Facilitate the implementation of departmentally funded projects • Provide aftercare to all departmental projects • Manage human and other resources • Compile monthly and quarterly reports.

**Enquiries:** O Sithole, tel. (018) 387-7775

## Assistant Director: SMME Skills Development

**Salary: R252 144 per annum (Level 9) (Ref. 66/DEDECT/2013/NW) • Mahikeng**

**Requirements:** • A recognised 3-year National Diploma/Bachelor's degree in Public Administration/Public Management/Economics/Developmental Studies, or a Grade 12 Certificate plus 8 years' relevant and practical work experience • A valid driver's licence.

**Competencies:** • Thorough knowledge of Public Service prescripts, the Government planning process and Government gender and transformation programmes • Analytical thinking • Computer literacy • Communication skills • Proficiency in

conflict resolution • Leadership skills • Problem-solving skills • Project management skills • Supervisory skills.

**Duties:** • Identify SMME training needs across the North West Province • Organise and facilitate training and awareness workshops on SMME developmental opportunities • Coordinate SMME training • Compile monthly and quarterly reports.

**Enquiries:** O Sithole, tel. (018) 387-7775

## Assistant Director: Internal Control

**Salary: R252 144 per annum (Level 9) (Ref. 67/DEDECT/2013/NW) • Mahikeng**

**Requirements:** • A recognised 3-year National Diploma in Accounting/Finance Management/Cost Management Accounting or Bachelor's degree in Commerce majoring in Accounting and/or Auditing • 3 years' relevant and practical work experience • A valid driver's licence is recommended.

**Competencies:** • Thorough knowledge of the Public Service prescripts, Government planning process, and Government programmes • Analytical, conflict resolution, problem-solving, project management and supervisory skills.

**Duties:** • Review and assess the departmental risks on a regular basis • Ensure adherence to and compliance with relevant sections of legislation and policies • Ensure implementation of the recommendations made by Internal Audit and the Auditor-General • Conduct inspections on all internal support functions to ensure compliance with policies • Ensure efficient and effective financial control management.

**Enquiries:** C Molosiwa, tel. (018) 387-7850.

## Deputy Director: Trade and Investment Promotion

**Salary: R495 603 per annum (all-inclusive package) (Level 11) (Ref. 68/DEDECT/2013/NW) • Mahikeng**

**Requirements:** • A recognised Bachelor's degree/National Diploma in Economics or related field • A postgraduate qualification in Economics or related field will be an added advantage • 3 years' relevant and practical work experience in the trade and investment field • A valid driver's licence.

**Competencies:** • Thorough knowledge of Public Service prescripts, the Government planning process, as well as trade and investment programmes and projects • Analytical thinking • Computer literacy • Communication skills • Proficiency in conflict resolution • Leadership skills • Problem-solving skills • Project management skills • Supervisory skills.

**Duties:** • Facilitate the identification of opportunities with various economic sectors and target potential investors • Initiate, identify, plan and facilitate inward trade and investment promotion • Facilitate the hosting of trade exhibitions • Assess performance reports by departmental entities responsible for trade and investment • Facilitate the assistance of existing and potential exporters with market access.

**Enquiries:** I Kgokong, tel. (018) 387-7880

## Development Impact Management

### Environmental Officer: Specialised Production

**Salary: R269 184 per annum (Ref. 69/DEDECT/2013/NW) • Rustenburg**

**Requirements:** • A recognised 3-year Bachelor's degree in field of Environmental Science/Management or relevant equivalent qualification • Relevant experience in evaluation of Environmental Impact Assessment applications process • Experience in EIA administrative systems (NEAS, GIS) • A valid driver's licence.

**Competencies:** • Thorough knowledge of and experience in National Environmental Management Act, 1998, as amended, and the associated Environmental Impact Assessment (EIA) regulations • Sound understanding of environmental issues, environmental management and environmental law • Proven verbal and written communication skills and computer literacy • The ability to timeously produce thorough and informative documents, and to formulate clear, concise and legally defensible decisions • Analytical thinking skills, and ability to identify, analyse, understand and communicate environmental issues • The ability to work under pressure and interact with a diversity of clients and staff.

**Duties:** • Evaluate and investigate the impact of mining, urban, industrial utility and other forms of development, within the context of various integrated environmental management tools, including EIAs, SEA and EMPs • Manage EIA process, including the drafting of environmental authorisations • Capture applications in NEAS • Provide environmental comments on the land development process and IDP documents • Provide technical and procedural advice to stakeholders.

**Enquiries:** S Mukhola, tel. (018) 389-5959

## Assistant Director: Research and Development

**Salary: R252 144 per annum (Level 9) (Ref. 70/DEDECT/2013/NW) • Mahikeng**

**Requirements:** • A recognised 3-year Social Science Bachelor's degree/National Diploma in the field applied for. A postgraduate qualification will be an added advantage • At least 3 years' relevant experience in the field applied for • A valid driver's licence is also required, coupled with a willingness to travel.

**Competencies:** • Sound knowledge of the Public Service prescripts, Government planning and budget processes • Analytical, conflict resolution, leadership, problem-solving, project management and supervisory skills • Computer literacy • Excellent communication skills.

**Duties:** • Initiate, conduct and manage research projects • Perform data analysis to provide input towards economic research studies in the province • Conduct surveys to monitor the effectiveness of economic development policies and legislation • Perform functions related to the planning, development and execution of the economic research agenda • Develop research

projects database • Manage the key responsibilities areas of subordinates.

**Enquiries:** M Tumane, tel. (018) 387-7778

## Assistant Director: Recruitment and Selection

**Salary: R252 144 per annum (Level 9) (Ref. 71/DEDECT/2013/NW) • Mahikeng**

**Requirements:** • A recognised 3-year Bachelor's degree/National Diploma in Human Resource Management/Public Administration/Public Management and 3 years' relevant experience • A valid driver's licence is required.

**Competencies:** • Sound knowledge of Public Service prescripts, and Government planning and budget processes • Analytical thinking • Computer literacy • Excellent communication skills • Proficiency in conflict resolution • Leadership skills • Problem-solving skills • Project management skills • Supervisory skills.

**Duties:** • Ensure effective management of the personnel procurement and provisioning process • Manage personnel records and control in terms of appointment and transfer of personnel on the PERSAL system • Formulate and implement departmental Standard Operating Procedures • Compile and submit monthly and quarterly reports • Formulate, review and ensure adherence to personnel procurement-related policies • Manage staff performance and promote professional ethics • Formulate, review and facilitate the Departmental Orientation Programme.

**Enquiries:** L Modise, tel. (018) 387-7907

## Planner: Research and Development

**Salary: R170 799 per annum (Level 7) (Ref. 72/DEDECT/2013/NW) • Mahikeng**

**Requirements:** • A recognised 3-year Social Science Bachelor's degree/National Diploma in the field applied for • Relevant experience in the field applied for will be an added advantage • A valid driver's licence is also required, coupled with a willingness to travel.

**Competencies:** • Sound knowledge of the Public Service prescripts, Government planning and budget processes • Analytical, conflict resolution, leadership, problem-solving, project management and supervisory skills • Computer literacy • Excellent communication skills.

**Duties:** • Provide support to the unit in order to ensure successful management of research projects • Assist in the sourcing of data and analysis of economic research studies in the province • Assist in the planning, development and execution of the economic research agenda • Assist the research managers in the management and execution of research tasks.

**Enquiries:** M Tumane, tel. (018) 387-7778

## Planner: Monitoring and Evaluation

**Salary: R170 799 per annum (Level 7) (Ref. 73/DEDECT/2013/NW) • Mahikeng**

**Requirements:** • A recognised 3-year Bachelor's degree in Social Science (specialising in Economics/Economics/National Diploma in the field applied for • Relevant M&E experience will be an added advantage • A valid driver's licence

**Competencies:** • Computer literacy • Excellent analytical skills • Excellent report-writing skills • Project management skills • Sound knowledge of Government planning and budget processes as well as various Public Service legal prescripts.

**Duties:** • Assess the status and impact of departmentally funded projects and programmes • Evaluate the sustainability of all departmentally funded projects and programmes • Assist in the coordination and compilation of monitoring reports on departmental programmes and projects • Facilitate the preparation of the departmental Strategic Plan and Annual Performance Plan • Provide secretarial support to the Department's performance review sessions.

**Enquiries:** D Asuamah, tel. (018) 387-7782

## Director: Research and Development

**Salary: R771 306 per annum (all-inclusive package) (Level 13) (Ref. 74/DEDECT/2013/NW) • Mahikeng**

**Requirements:** • A recognised Honours degree (or equivalent) in Research, Economics, Management, Policy or a related field. A Master's degree in Economics and Research will be an added advantage • A minimum of 5 years' practical experience in the research field • A valid driver's licence.

**Competencies:** • Practical and theoretical knowledge of methodologies for quantitative research and statistical analysis • Knowledge of socioeconomic service delivery issues in terms of needs and intervention strategies • Statistical analysis and interpretation • The ability to interpret and apply policy • Strategic thinking • Outstanding verbal, written and presentation skills, including organising and conveying information clearly and persuasively • Demonstrated ability to manage and motivate staff through leadership, mentoring, communication, coaching, development, facilitation and evaluation • Highly developed computer skills in various computer applications.

**Duties:** • Design, plan, execute and manage departmental research initiatives and programmes in line with various policy documents aimed at economic development • Analyse qualitative and quantitative data and identify key report findings • Write engaging reports, issue briefs, presentations and other content with actionable recommendations • Facilitate strategic research partnerships and advocate for inter-sectoral collaboration in the area of research for economic development • Develop information and knowledge management systems for the Department • Manage and facilitate access to data platforms in the Department • Manage both human and financial resources of the Directorate.

**Enquiries:** M Tumane, tel. (018) 387-7778



Re-advert

**Biodiversity Officer Production  
Grade B: Problem Animal Control**

Salary: R269 184 per annum

- Mahikeng (Ref. 75/DEDECT/2013/NW)
- Potchefstroom (Ref. 76/DEDECT/2013/NW)
- Vryburg (Ref. 77/DEDECT/2013/NW)

**Requirements:** • A recognised Bachelor's degree or National Diploma in Nature Conservation, BTech degree or Honours in Nature Conservation or Natural Sciences will be an added advantage • 3 years' experience in problem animal management or related field • Demonstrable knowledge, techniques and applications of chemical immobilisation drugs • A valid driver's licence.

**Competencies:** • Knowledge of use of chemical immobilisation drugs on predators • A thorough understanding of biodiversity issues • Demonstrable experience in working with large predators, primates and reptiles • Knowledge of sustainable use of natural resources and ecosystems and conservation principles • Conversant with contents of legislative frameworks governing biodiversity management and conservation • The ability to use computers • Verbal and written communication and report-writing skills • The ability to work outdoors under pressure • Preparedness to drive extensively.

**Duties:** • Undertake problem animal-based inspections with the aim to manage human/wildlife conflicts in the district • Capture and relocate problem animals in the districts and in the province • Be responsible for damage-causing animals and problem animals' evaluations and permit recommendations • Maintain field equipment • Manage key performance areas of subordinates • Prepare monthly, quarterly and annual reports.

Enquiries: J Denga, tel. (018) 389-5928

Re-advert

**Environmental Officer Control  
Grade A: Development Impact  
Management**

Salary: R311 037 per annum

(Ref.78/DEDECT/2013/NW) • Potchefstroom

**Requirements:** • A recognised 3-year Bachelor's degree or equivalent qualification in the field of Environmental Science/Management • Working knowledge of Environmental Impact Assessment processes • A valid driver's licence • 3 years' or more experience in the Environmental Impact Assessment, training in Environmental Impact Assessment (EIA) and Environmental Law will be an added advantage.

**Competencies:** • Sound understanding and application of environmental legislation, policies and procedures • Proven verbal, written, communication and computer skills • The ability to timeously produce thorough and informative documents, and to formulate clear, concise and legally defensible decisions • Analytical thinking skills and the ability to identify, analyse and communicate environmental-related issues • The ability to work under pressure and to interact with a diversity of clients and staff • Problem-solving and conflict resolution skills.

**Duties:** • Evaluate and investigate the impact of mining, urban, industrial utility and other forms of development within the context of various integrated environmental management tools including Environmental Impact Assessment (EIA), Environmental Management Framework (EMF) & Environmental Management Programmes (EMPs) • Manage the Environmental Impact Assessment (EIA) process, including the development of environmental authorisations • Manage response to queries from stakeholders • Provide technical input, review, and evaluation of Environmental Impact Assessment (EIAs) and other environmental reports • Ensure that Environmental Impact Assessment (EIA) applications are captured in National Environmental Authorisation System (NEAS).

Enquiries: Mr S Mukhola, tel. (018) 389-5959

**Deputy Director: Supply Chain  
Management**

Salary: R495 603 per annum (all-inclusive package) (Level 11)

(Ref. 79/DEDECT/2013/NW) • Mahikeng

**Requirements:** • A recognised Bachelor's degree/National Diploma in Commerce/Accounting/Supply Chain Management/Logistics/Purchasing Management/Cost and Management Accounting (or equivalent qualification) at NQF Level 6 • Middle management experience obtained within the relevant field (minimum of 3 years at an Assistant Director level) • A valid driver's licence.

**Competencies:** • Effective written and verbal communication skills and the ability to communicate at all levels • Sound knowledge of and experience in Supply Chain Management, which includes: Demand, Acquisition and Logistics Management • Knowledge of Government's Preferential Procurement Policy Framework Act, Treasury Regulations and the PFMA • Computer literacy and knowledge of the public sector accounting systems • The ability to work well under pressure and meet deadlines • Willingness to periodically work overtime.

**Duties:** • Plan, organise and manage the delivery of these services: Procurement (including Bid Administration, Contract Management and the maintaining/updating of the Supplier Database) • Acquisition and logistics management including the generation of orders • Update and enhance the departmental SCM policies and business processes within the above-mentioned areas • Fulfil the duties as the secretariat of the Departmental Bid Adjudication Committee and the appointment of members accordingly • Advise subordinates and all members of the departmental staff on applicable legislation, regulations and policies within the Supply Chain Management discipline • Manage teams within the Supply Chain Management unit • Train subordinates and other staff members.

Enquiries: M Moiloanyane, tel. (018) 387-7850

**Admin Officer:  
Asset Management**

Salary: R170 799 per annum (Level 7)  
(Ref. 80/DEDECT/2013/NW) • Mahikeng

**Requirements:** • A recognised Bachelor's degree/National Diploma in Financial Management, Economics and/or Accounting or equivalent qualification with at least 2-3 years' experience in Asset Management • A valid driver's licence.

**Competencies:** • Effective verbal and written communication skills and ability to communicate at all levels • Knowledge of Government prescripts and legislation, PFMA, Treasury Regulations, Supply Chain Management and Asset Management systems (BAUD).

**Duties:** • Verify the acquisition and maintenance of departmental assets • Conduct asset verification and update departmental asset register • Implement loss control systems • Fulfil secretariat duties of Disposal Committee • Train asset controllers.

Enquiries: Ms H Mokone, tel. (018) 387-7790

**Assistant Director:  
Consumer Investigations**

Salary: R252 144 per annum (Level 9)  
(Ref. 81/DEDECT/2013/NW) • Mahikeng

**Requirements:** • A recognised 3-year degree in Law (LLB) • 3 years' supervisory and leadership experience • Experience in a consumer protection environment will be an added advantage • A valid driver's licence.

**Competencies:** • Sound knowledge and in-depth understanding of consumer protection legislation • General knowledge of the Public Service prescripts, including PFMA and Treasury Rules and Regulations • Excellent negotiation, mediation, analytical and negotiation skills • A lateral thinker with project management and the ability to exercise credible and unquestionable judgement in decision making • Managerial and leadership skills.

**Duties:** • Oversee the investigation of consumer complaints lodged with the Office • Oversee the development of systems necessary for the smooth operation of the Investigation Unit • Coordinate and harmonise functions performed by other Regulators, National and Provincial Governments • Manage the Investigation Unit • Manage projects and programmes undertaken by the Office • Give legal advice on consumer-related issues and interpret contracts and other legal documents • Liaise with other stakeholders on consumer advocacy issues • Partake in inter-Provincial forums.

Enquiries: Mr S Letsogo, tel. (018) 387-7872

**Deputy Director:  
Economic Empowerment  
(2 Posts)**

• Youth (Ref. 82/DEDECT/2013/NW) - Mahikeng • People with disabilities (1) (Ref. 83/DEDECT/2013/NW) – Mahikeng (1)

Salary: R495 603 per annum (all-inclusive package) (Level 11)

**Requirements:** • A recognised Bachelor's degree/National Diploma in Social Science (specialising in socio economy and planning) • A minimum of 3-5 years' experience within gender focal points • A valid driver's licence.

**Competencies:** • In-depth knowledge of Government priorities in terms of Special Programmes • Research and analysis skills • Excellent communication (verbal and writing) skills • Advanced project management skills • Knowledge of legislation, policies and processes applicable in the Public Service pertaining to issues of special programme.

**Duties:** • Facilitate the development, coordination, implementation and review of programmes and projects aimed at achieving departmental goals • Ensure that the Department observes key calendar activities, such as women, youth and the disabled owned entities, sixteen days of activism against women as well as other special calendar programmes • Develop monitoring mechanisms on the implementation of gender and disability mainstreaming programmes and projects • Develop knowledge management systems to ensure that database with relevant information on gender and disability mainstreaming programmes and projects are maintained • Represent the Department of different fora on sector transformation • Manage all aspects of the Sub-directorate which includes the development and implementation of the operational plan, management of budget and Human Resource.

Enquiries: T Mkhondo, tel. (018) 387-7914

**Assistant Director: Economic  
Empowerment (Women)**

Salary: R252 144 per annum (Level 9)  
(Ref. 84/DEDECT/2013/NW) • Mahikeng

**Requirements:** • A recognised Bachelor's degree/National Diploma in Social Science (specialising in socio economy and planning) • 3 years' supervisory and leadership experience • A valid driver's licence.

**Competencies:** • The ability to work independently and within the Tribal Authority environment • Sound knowledge of gender issues and familiarity with the mandate • Analytical, project management and computer skills • Demonstrable knowledge of and experience in research • Verbal and written communication skills • The ability to formulate a bankable business case that portrays growth and sustainability • Report-writing, problem-solving, dispute resolution and conceptual skills.

**Duties:** • Manage, coordinate and monitor the budget and expenditure of projects and programmers • Formulate, coordinate and implement policies related to mainstreaming programmes • Ensure that quality management and administrative processes are adhered to • Commission and manage project feasibility studies.

Enquiries: T Mkhondo, tel. (018) 387-7914

**Assistant Director:  
Economic Empowerment  
(Organisations & B-BBEE)**

Salary: R252 144 per annum (Level 9)  
(Ref. 85/DEDECT/2013/NW) • Mahikeng

**Requirements:** • A recognised Bachelor's degree/National Diploma in Social Science (specialising in socio economy and planning) • 3 years' supervisory and leadership experience • A valid driver's licence.

**Competencies:** • The ability to work independently and within the Tribal Authority environment • Sound knowledge of gender issues and familiarity with the mandate • Analytical, project management and computer skills • Demonstrable knowledge of and experience in research • Verbal and written communication skills • The ability to formulate a bankable business case that portrays growth and sustainability • Report-writing, problem-solving, dispute resolution and conceptual skills.

**Duties:** • Manage, coordinate and monitor the budget and expenditure of projects and programmers • Formulate, coordinate and implement policies related to mainstreaming programmes • Ensure that quality management and administrative processes are adhered to • Commission and manage project feasibility studies • Acquire needs statistics that indicate the state of boards • Collect data from organisations and confirm registration of companies.

Enquiries: T Mkhondo, tel. (018) 387-7914

**Economic Empowerment  
Advisors (4 Posts)**

Salary: R170 799 per annum (Level 7)  
(Ref. 86/DEDECT/2013/NW) • Mahikeng

**Requirements:** • A recognised Bachelor's degree/National Diploma in Public Administration • 2 years' experience within gender focal points • A valid driver's licence.

**Competencies:** • Sound knowledge of gender issues and familiarity with the mandate of job requirement • Comprehension of Government priorities in terms of special programmes • Project management skills • Knowledge of and implementation of regulatory prescripts.

**Duties:** • Administer the funding of projects • Assist with the development of project feasibility study • Assist in monitoring and ensure interventions meet the objectives and make an impact • Collect and capture data • Liaise with service providers for the support of beneficiaries • Perform office administration work in relation with economic empowerment elements.

Enquiries: T Mkhondo, tel. (018) 387-7914

**Assistant Director:  
Media Relations**

Salary: R252 144 per annum (Level 9)  
(Ref. 87 DEDECT/2013/NW) • Mahikeng

**Requirements:** • A recognised 3-year Bachelor's degree/National Diploma in Communication plus 3 years' experience in communication or related experience in journalism and/or public relations • A valid driver's licence.

**Competencies:** • Computer literacy • Strong verbal and written skills • Knowledge of research and conflict management • Project management skills • Presentation skills • Good community relations • The ability to speak two or more official languages • The ability to work under pressure, as well as during weekends and on public holidays.

**Duties:** • Publicise departmental campaigns and programmes in the media • Develop and enhance sound media relations for the MEC and the Department • Handle media enquiries and prepare responses • Write media statements/advice and articles to all media houses • Arrange media interviews for departmental Management and staff • Conduct media monitoring and advise Management accordingly • Assist the Deputy Director to identify strategic issues, trends and risks related to the organisation • Identify and execute public relations events to strategically position the Department • Coordinate and assist in organising media briefings, press conferences and media open days • Conduct or commission research in improving media relations • Participate in media fora • Manage the media relations unit.

Enquiries: B Thukubi, tel. (018) 387-7710

The Department of Economic Development, Environment, Conservation and Tourism is committed to promote representivity, as per measures contained in Chapter 1, Part III, D2 of the Public Service Regulations as amended, and the Employment Equity Act, 55 of 1998, as amended. To this effect, the candidature of persons whose transfer/appointment will promote representivity will receive preference.

Applications should be submitted on the Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV and certified copies of all qualifications, certificates, ID and driver's licence. Please note that all certified documents should bear a date not older than 12 months. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Applications received after the closing date will, as a rule, not be accepted. No faxed or e-mailed applications will be accepted. Previous employment records will be verified. All appointments are subject to positive vetting, criminal records check as well as security clearance where applicable. SMS candidates will also be subjected to SMS competency assessments. Communication will be restricted to short-listed candidates only. Should applicants receive no response within a period of 6 months of the closing date, they may consider their applications unsuccessful.

Completed applications, quoting the relevant reference number, should be forwarded to Morgan T Molefe, the Director: Human Resource Management, Department of Economic Development, Environment, Conservation and Tourism, Private Bag X15, Mmabatho 2735 or hand delivered at the NWDC Building, cnr University Drive and Provident Street, Mmabatho.

Failure to comply with the above requirements will result in the automatic disqualification of the application.

The Department reserves the right to not proceed with the filling of these positions.

It is the responsibility of job applicants to make sure that applications are delivered at the correct address before the closing date.

Closing date for the above posts:  
1 November 2013

