



## HUMAN RESOURCE MANAGEMENT

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### NORTHWEST PROVINCE:

#### DEPARTMENT OF HUMAN SETTLEMENTS

##### COMPONENT: OFFICE OF THE CFO

##### POST: DEPUTY DIRECTOR: INTERNAL CONTROL

**SALARY: REMUNERATION PACKAGE OF R 896 436.00 - R 1 055 958.00 p.a (SL11).** The inclusive remuneration Package consist of Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules.

##### CENTRE: HEAD OFFICE (MMABATHO)

##### REF No: HS/ 07/ 25/26

**Requirements:** Matric/Grade12• bachelor's degree/ advanced Diploma/B- Tech as recognised by SAQA at NQF Level 7 in Financial and Accounting management/ Internal Audit/External Audit/Internal Control • Minimum Three (3) – Five (5) years' experience of which (3) years should be supervisory assistant director experience in internal control/ internal Audit/External Audit• A valid driver's license.

**Competencies/ Knowledge and skills:** knowledge of relevant prescripts, Knowledge of public service prescripts (PFMA/ PSA/ PSR/ DORA/ PPPFA. Financial Manual). Computer literacy. Sound planning and organizing skills. High level of reliability and commitment. Basic written and verbal communication skills. Excellent time management skills. Report writing skills. Presentation skills.

**Duties:** Develop strategic internal audit plans • Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. • Keep up to date with new developments in the internal and external audit environment. • Compile submit required administrative reports • Manage the sub-directorate • Development of departmental Post Audit Action Plan • Ensure that there are tight internal control systems within the department• Facilitate process of identification and addressing unauthorised, irregular, fruitless and wasteful expenditure (UIFW) in the department • Record keeping and reporting • Coordinate external and internal audit process.

**Enquiries: Ms SD Mokhadi**

**Tel: 018 388 3524**

##### COMPONENT: HUMAN RESOURCES MANAGEMENT

##### POST: DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT

**SALARY: REMUNERATION PACKAGE OF R 896 436.00 - R 1 055 958.00 p.a (SL11).** The inclusive remuneration Package consist of Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules.

##### CENTRE: HEAD OFFICE (MMABATHO)

##### REF No: HS/ 08/ 25/26

**Requirements:** Matric/Grade12• Degree/ advanced Diploma/B- Tech as recognised by SAQA at NQF Level 7 in Management Services, Production Management, Industrial Psychology, Operations Management. • Minimum Three (3) – Five (5) years' experience of which three (3) years should be supervisory assistant director experience • A valid driver's license. **Competencies/ Knowledge and skills:** Advanced communication skills, both oral and writing. Problem solving and negotiation skills, Sound organising and planning skills, Computer Literate, Presentation skill, leadership and Creativity.

In- Depth Knowledge of Government Prescripts. Job Evaluation and OD Systems. Job Evaluations, Job Descriptions and Organisational Design. Knowledge and application of Org Plus and Zellis Compensate

System. DPSA Directives and policies on OD and Job evaluation business processes. Understanding of Public Service Regulations and Act and other Government policies, Project Management, formulation and Interpretation of policies.

**Duties:** Manage the organizational design and review processes • Ensure that the Organizational structure is aligned to the strategic objectives of the Department • Manage job evaluation process • Manage the facilitation and development of job descriptions • Manage the development and review of organisational development and design interventions • Manage workload analysis and efficiency of employees (determine post provisioning norms) • Manage and ensure that business process mapping, work improvements methods and standard operating procedures are developed • Ensure organisational functionality assessments of department's internal systems and processes is conducted • Ensure that Government policies, resolutions and circulars are implemented correctly • Manage the unit

**Enquiries: Ms MR Modisakeng**

**Tel: 018 388 4818**

**COMPONENT: HUMAN RESOURCE MANAGEMENT**

**POST: ASSISTANT DIRECTOR: HUMAN RESOURCES PRACTICES**

**SALARY: REMUNERATION PACKAGE OF R 468 459.00 - R 551 823.00 p.a (SL09 ).**

**CENTRE: HEAD OFFICE (MMABATHO)**

**REF No: HS/ 09/ 25/26**

**Requirements:** Matric/Grade12 • Degree/ advanced Diploma/B- Tech as recognised by SAQA at NQF Level 7 in Human Resources Management, Public Management Public Administration, and other related field • Minimum Three (3) years relevant experience in Human Resource practices at supervisory level • A valid driver's license • Persal certificates (intro, Personnel Admin and leave).

**Competencies/ Knowledge and skills:** advanced communication skills, both oral and writing. Public Service Regulations, Public Service Act, In-depth knowledge of Persal System, Extensive knowledge of HR functions, Knowledge of applicable HR legal prescripts and policies, Ability to interpret and analyse polies and guideline on broader HRM matters, Report writing, Computer skills, Communication skills.

**Duties:** Facilitate recruitment and hiring processes in the Department • Ensure compliance and facilitate the advertisements of vacant posts that is in line with the organizational structure • Administer HR Management Systems (PERSAL) • Develop and review policies in employment about Human Resource Management on Recruitment and Selection and employee benefits • Facilitate condition of services, remuneration and employee benefits • Management and Administration of Human Resources Registry • Supervision of staff within the unit.

**Enquiries: Ms Q Mangope**

**Tel: 018 388 4762**

**COMPONENT: HUMAN RESOURCE MANAGEMENT**

**POST: ASSISTANT DIRECTOR: HUMAN RESOURCE STRATEGIES AND PLANNING**

**SALARY: REMUNERATION PACKAGE OF R 468 459.00 - R 551 823.00 p.a (SL09 ).**

**CENTRE: HEAD OFFICE (MMABATHO)**

**REF No: HS/ 10/ 25/26**

**Requirements:** Matric/Grade12 • National Diploma/ Degree/ advanced Diploma/B- Tech as recognised by SAQA at NQF Level 6/7 in Human resource management/ Public Administration/ Public Management • Minimum Three 3 years relevant experience at supervisory level • A valid driver's license. **Competencies/ Knowledge and skills:** advanced communication skills, both oral and writing.

• Public Service Regulations, Public Service Act • Knowledge of Employment Equity Act, HR Planning strategic Framework for the Public Service. knowledge of Policy development, analysis and implementation • Knowledge of analysing post and establishment information • Presentation and facilitation skill

**Duties:** Develop and implementation of departmental Human Resource Plan and reports • Develop and implement departmental Employment Equity Planning and reporting • Maintenance of HR staff Establishment information system and produce reports • Develop and review implementation of policies within the unit • Manage the delegations register within the department • Management of staff within the unit.

**Enquiries: Ms MR Modisakeng**

**Tel: 018 388 4818**



**COMPONENT: SUPPLY CHAIN MANAGEMENT**  
**POST: ASSISTANT DIRECTOR: LOGISTICS AND INVENTORY**  
**SALARY: R 468 459.00 - R 551 823.00 p.a (SL09 ).**

**CENTRE: HEAD OFFICE (MMABATHO)**

**REF No: HS/ 11/ 25/26**

**Requirements:** Matric/Grade12 • Degree/ advanced Diploma/B- Tech as recognised by SAQA at NQF Level 7 in Supply Chain Management/ Financial Management/ Public Administration • Minimum Three (3) years relevant experience in logistics management at supervisory level • A valid driver's license.

**Competencies/ Knowledge and skills:** knowledge of application of supply chain policies and procedures. Knowledge of public service prescripts (PFMA/ PSA/ PSR/ DORA/ PPPFA. Financial Manual) knowledge and application of government supply chain systems (CSD, WALKER, BAS, LOGIS). Computer skills. Reporting skills. Planning and organising skills. Good verbal and written communication skills. Conversant with PFMA and SCM regulations. Computer literacy. Good telephone etiquette. High level of reliability. Presentation skills.

**Duties:** Manage the processing of requisition of goods and services • Manage the delivery and distribution of goods • Preparation of documentation for payments • Generate Orders, monthly reporting • Management of human resource.

**Enquiries: Ms M Tumane**

**Tel: 018 388 2474**

**COMPONENT: HUMAN SETTLEMENTS DEVELOPMENT AND IMPLEMENTATION**

**POST: ADMIN CLERK SUPERVISOR X 2**

**SALARY: R 325 101.00 - R 382 959.00 p.a (SL07).**

**CENTRE: HEAD OFFICE (MMABATHO)**

**REF No: HS/ 12/ 25/26**

**Requirements:** Matric/Grade12 • Minimum of 6 – 10 years' experience HS claims and administration • A valid driver's license. **Competencies/ Knowledge and skills:** knowledge of housing subsidy claims processes, knowledge of HSS system, housing ACT, housing code. PFMA regulations, computer skills especially MS Excel. Communication skill. Ability to work under pressure.

**Duties: Supervise and render general clerical administration support services which includes; Capture Housing Subsidy claims • Liaise with system administrator (HSS) and developers regarding claims validation period • Advice on and verify all existing individual subsidies and flips claims • Liaise with developers regarding short payments of claims • Supervise human resource.**

**Enquiries: Ms G SAPELO**

**Tel: 018 388 1527**

**COMPONENT: CHIEF DIRECTOR CORPORATE SERVICES AND HUMAN SETTLEMENTS PLANNING**

**POST: PERSONAL ASSISTANT X 2**

**SALARY: R 325 101.00 - R 382 959.00 p.a (SL07).**

**CENTRE: HEAD OFFICE (MMABATHO)**

**REF No: HS/ 13/ 25/26**

**Requirements:** Matric/Grade12 • National Diploma as recognised by SAQA at NQF level 6 in Office Management / Public Administration • Three (3) Years relevant experience in office administration.

**Competencies/ Knowledge and skills:** knowledge on the relevant legislation, policies. Prescripts and procedures. Coordination skills, liaison skills. problem solving skills. Verbal and written communication skills. Planning and organizing skills. Typing skills. Computer literacy.

**Duties:** provide secretarial/ receptionist support services to the manager • Render administrative support services • Provide support to the manager regarding meetings • Support the manager with the administration of the manager's budget • Coordinate logistical arrangements for meetings when

required • Remain up to date about prescripts/ policies and procedures applicable to his/her work terrain.

**Enquiries: Ms D Lolokwane**  
**Tel: 018 388 2391**

**COMPONENT: FINANCIAL ADMINISTRATION**

**POST: SECRETARY X1**

**SALARY: R228 321 .00 - R 268 950.00 p.a (SL05).**

**CENTRE: HEAD OFFICE (MMABATHO)**

**REF No: HS/ 14/ 25/26**

**Requirements:** Matric/Grade12 • No Experience • Diploma as recognised by SAQA at NQF level 5/ 6 in Office Management/ Office Administration/ Management Assistant and Secretary services will be added advantage • **Competencies/ Knowledge and skills:** Language skills and ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. High level of reliability • Basic written communication skills • Ability to act with tact and discretion. Good grooming and presentation.

**Duties:** provide secretarial/ receptionist support services to the office of the Director • Provide clerical support to the office • Remain up to date about prescripts/ policies and procedures applicable to his/her work terrain • Record keeping of the utilisation of the allocated motor vehicle eg. Log sheets and petrol receipts.

**Enquiries: Mr L Modipane**  
**Tel: 018 388 5730**

**COMPONENT: HUMAN SETTLEMENTS DEVELOPMENT AND IMPLEMENTATION**

**POST: ADMINISTRATION CLERK X 2**

**SALARY: R 228 321.00 - R 268 950.00 p.a (SL05).**

**CENTRE: HEAD OFFICE (MMABATHO)**

**REF No: HS/ 15/ 25/26**

**Requirements:** Matric/Grade12 • No experience • **Competencies/ Knowledge and skills:** knowledge of computer literacy especially MS Excel, Knowledge of Government prescripts e.g. housing Act, Housing code and PFMA regulations. Communication and interpersonal skills. Ability to work under pressure.

**Duties: Provide clerical support which includes;** receive claims from regional offices • Check required supporting documentation • Register claims on the claims register (Excel) • Compile checklists for complete claims.

**Enquiries: Ms G Sapelo**  
**Tel: 018 388 1527**

Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience and with full names addresses and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications, however shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. **Successful candidate will be required to enter into an employment contract and a performance agreement. Successful candidate will be subject to security vetting. The candidate will have to disclose his/her financial interests. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment.**

Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) (only



when shortlisted) 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. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries.

**Completion of new Z83:** Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: **Part A, B,C and D may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, Part E: all fields must be completed, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service.** The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA website, [www.dpsa.gov.za](http://www.dpsa.gov.za).

Completed applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements: hand deliver to Cnr Provident and University Drive, West wing 2<sup>nd</sup> floor Garona Building, Mmabatho. Or email to [Hsjobs@nwpg.gov.za](mailto:Hsjobs@nwpg.gov.za)

**The North West Department of Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the implementation of employment plan. Preference will be given to people with disabilities.**

**NB: THE DEPARTMENT RESERVES THE RIGHT NOT TO MAKE APPOINTMENTS. CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED CANDIDATES ONLY.**

**Closing date: 06 February 2026, Time (16H00)**