

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

APPLICATIONS : Applications quoting the relevant reference should be forwarded as follows: The Acting Head of the Department, Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or hand deliver to: MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Kimberley.

FOR ATTENTION : Mr H. Williams

CLOSING DATE : 29 September 2017

OTHER POSTS

POST 36/161 : **ASSISTANT MANAGER: BUDGET CONTROL**

SALARY : R334 545 per annum

CENTRE : Kimberley Office

REQUIREMENTS : B Comm Degree in Accounting or equivalent qualification and a minimum of three years' experience in Public Financial Management. Knowledge of legislation relevant to Public Service. Analytical-, presentation- and problem solving skills.

DUTIES : Develop and implement the monitoring & evaluation of the departmental annual budget on a monthly basis by means of the IYM. Develop and implement the departmental adjustment budgeting Process. Develop and prepare the annual appropriation statement of the department. Develop and implement budget evaluation presentations to Executive Management Committee. Monitor and evaluate the budget on BAS prior to expenditure and the impact on the budget.

ENQUIRIES : Mr A. Davel Tel no: (053) 839 4023

POST 36/162 : **ASSISTANT MANAGER: STRATEGIC MANAGEMENT**

SALARY : R334 545 per annum

CENTRE : Kimberley Office

REQUIREMENTS : Relevant B-Degree or equivalent qualification. Minimum of three years' experience in Public Financial Management. Knowledge and understanding of the Medium Term Strategic Framework, the Framework for the Strategic Plans and Annual Performance Plans, the Policy Framework for Government wide Monitoring and Evaluation and the Framework for managing Programme performance information.

DUTIES : Align strategic and annual performance planning with emphasis on the outcome oriented monitoring and evaluation approach. Align strategic and annual performance plan with other broader plans, policies, projects and programmes. Align annual performance plan, budget statement #2 and the budget speech. Communicate possible policy, planning and strategic changes at National and Provincial level. Conduct Environmental and stakeholder analysis to establish needs and priorities. Develop and maintain systems and structures to optimise planning processes.

ENQUIRIES : Mr T. Palm Tel no: (053) 839 4050

POST 36/163 : **ASSISTANT MANAGER: RISK MANAGEMENT**

SALARY : R334 545 per annum

CENTRE : Kimberley Office

REQUIREMENTS : An appropriate B-Degree in Auditing or Risk Management. At least three years relevant working experience. Membership with a professional body, e.g. Institute of Internal Auditors (IIA) and Institute of Risk Management SA (IRMDS) will be an added advantage. Knowledge of the PFMA, Treasury Regulations, Public Sector, Risk Management Framework and Internal Audit Standards. Communications skills, Problem solving skills, Computer literacy, Interpersonal skills, Analytical thinking, Report writing skills and Presentation skills.

DUTIES : Prepare the risk register of the department. Facilitate continuous enterprise risk management processes in the department. Monitor the implementation of risk response activities including audit action plans. Participate in the reviewing of the risk management framework, fraud prevention plan and whistle blowing policy. Coordinate the audit function.

ENQUIRIES : Mr R. Moses Tel no: (053) 839 4003

POST 36/164 : **ASSISTANT MANAGER: LOCAL ECONOMIC DEVELOPMENT**

SALARY : R334 545 per annum
CENTRE : Namakwa (Springbok) Office
REQUIREMENTS : A Bachelor Degree in Economics/ Business / Management /Development Studies is required. At least 3 year's relevant LED experience. Understanding of confidentiality in Government. Valid driver's licence. Knowledge of the Northern Cape Province socio-economic and geographic profile. All elements of Management including, but not limited to: Financial, stakeholder, project, business management. The skills, experience and knowledge required will be as follow: business, strategic planning and research. Knowledge of government policies and processes, above average skills into IT (Microsoft programmes), planning and stakeholder management, effective communication skills (verbal and writing). The ability to manage and work in a team and independently is a prerequisite.

DUTIES : To assist District and Local Municipalities to develop local economies in partnership with key stakeholders as identified by the Provincial LED Strategy and local LED Strategies. To provide project support and advice for LED projects at District and Local Municipal level. To facilitate and support the Local LED Strategy alignment, development and integration of LED, IPAP, NDP, PSDF and the PGDS for customized district and local LED support. To assist the district and local municipalities to improve their ability to leverage competitive and comparative advantage for growth, to coordinate and facilitate skills development and capacity building among LED practitioners and officials at district and local municipal level. Support and assist Provincial, District and Local LED Forums.

ENQUIRIES : Mr H. Louw Tel no: (053) 802 1638

POST 36/165 : **TOURISM OFFICER**

SALARY : R226 611 per annum
CENTRE : Upington Office
REQUIREMENTS : National Diploma in Tourism Development or equivalent with at least 1 year practical experience in the tourism environment. Good understanding of all facets of tourism destination and Enterprise Development. Basic knowledge of local government procedures and LED. Ability to liaise with communities and their leadership. Project Management and customer service skills. Ability to work independently. Ability to prepare funding applications, draft and analyse business plans. Understand financial statements for small businesses and public speaking skills. Valid code 08/EB driver's license. Computer literacy (MS Office Suite or Similar).

DUTIES : Facilitate and support destination development section's tourism experience development. Facilitate and support tourism small business development. Facilitate the implementation of tourism infrastructure initiatives. Develop and implement tourism products and experiences. Facilitate and support community building potential. Facilitate and support development of tourism entrepreneurs and enterprise products. Facilitate and support tourism route development. Prepare report inputs, reports and presentations on time. Office administration.

ENQUIRIES : Ms G. Maasdorp Tel no: 079 505 7666

POST 36/166 : **DESKTOP AND APPLICATION SUPPORT**

SALARY : R226 611 per annum
CENTRE : Kimberley Office
REQUIREMENTS : A 3 year tertiary qualification in Information Communication Technology with at least 3 years relevant working experience. Drivers licence. Knowledge of applicable legislation and policies, prescripts and directives guiding Communications Technology in the Public Service.

DUTIES : Renders hardware and software support to the department. Renders departmental IT Helpdesk Functions and Network Support and Maintenance (WAN and LAN). Assist with IT audit process and assist with IT procurement process. Assist with WSUS Administration and Kaspersky Security Centre Administration. Produce weekly reports.

ENQUIRIES : Mr M. Makhathe Tel no: (053) 830 4828 Email: mmakhathe@ncpg.gov.za

POST 36/167 : **TOURISM CLERK**

SALARY : R152 862 per annum

CENTRE : Upington Office

REQUIREMENTS : Matric with at least two years relevant working experience. Sound understanding of tourism products and travel experience development and excellent communication skills. Must have experience in office administration and knowledge of the tourism industry and public service. Experience in enterprise development, client service environment and sound knowledge of tourism development in the Northern Cape will be an added advantage. Must be computer literate, customer service orientated and have excellent organizing skills. Computer literacy (MS Office or similar).

DUTIES : Reception. Administration related to Tourism Development: Western Regions Section (Upington). Meeting and workshop logistics, data capturing, collate information for monthly and quarterly reports. Corporate Services: Transport & log sheet control, assets control, portfolio of evidence collection, filing for the regional office and similar tasks, processing of SCM documentation related to goods and services and making travel arrangements. General information sharing with public, stakeholders and clients.

ENQUIRIES : Ms G. Maasdorp Tel no: 079 505 7666